



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 27 June 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), Tony Oliver (TO) and Joanna Miles (JM).

Also present: Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

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

- 1. To elect a Chairman to the Committee for the forthcoming year**
A nomination was put forward by SL and seconded by TO that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by VG.
- 2. To elect a Vice Chairman to the Committee for the forthcoming year**
A nomination was put forward by VG and seconded by EL that Cllr Susan Luckhurst should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by SL.
- 3. To discuss and agree and additions or changes to the Terms of Reference**
The Terms of Reference for the PCH Committee had been pre-circulated. They were **AGREED** without amendment.
- 4. To receive and record any apologies for absence**
Apologies were received from Darren Carpenter (DC).
- 5. To receive and agree any decision regarding any item to be taken as confidential.**
The Committee **AGREED** that Agenda Item 12a (i) would be taken as confidential.
- 6. 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.
- 7. 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.
- 8. To agree and to sign as a correct record the minutes:**
PCH Committee meeting held on the 22 Nov 2022 (Pages 334-336) and 28 Feb 2022 (Pages 337-341)
The minutes of the meeting on 22 November 2022 (Pages 334-336) had been **AGREED** at the previous meeting but not signed, as a hard copy was unavailable at that meeting. The minutes of the meeting on 28 February 2022 (Pages 337-341) were duly **AGREED**. Both sets of minutes were signed by the Chairman and passed to the Deputy Clerk accordingly.
- 9. To receive questions, comments from the public and communications received by the Clerks' Office or other committees**

A resident had contacted the Office to ask whether there were any plans to upgrade the park play areas and compared them to South Park, Coxheath and Boughton Monchelsea, which she felt were better. The Deputy Clerk had replied to explain that any improvements depend on funding, and there are many other priorities for LPC. The Deputy Clerk explained that Parish Council staff constantly inspect the equipment, and it has the required quarterly and annual independent inspections, and is considered in good working order. The Committee responsible for the play areas is looking to improve part of the younger children's area with some S106 funding. The Deputy Clerk also highlighted the fact there are two separate areas for different age groups, which many local parks do not have.

One of the regular hirers contacted the Office because they thought their car may have been damaged in the car park. The Deputy Clerk was able to review clear footage and nothing untoward was visible.

A dog walker reported to the Deputy Clerk that there had been an explosion and what appeared, from across the field, to be a fire at the youth shelter. The Deputy Clerk reviewed the CCTV and an incident did occur. There has been no lasting damage but the PCSO was made aware.

A resident who dropped her child off at Rainbows was concerned about the behaviour and language of a large group of youths at the youth shelter. She asked whether the council might consider the removal of the damaged shelter, to prevent such gatherings and reduce ASB. The Committee discussed the matter and concerns about the large gatherings at the shelter, and the safety of individuals climbing and sitting on the already damaged roof. It was noted that the area is directly under a CCTV camera. It was also discussed that removal may lead to alternative gatherings and potential damage in the younger children's play area, or other areas of the park or locality. It was **AGREED** that measures and options should be researched, including the cost of complete removal, reducing the structure by removing the roof, alternative structures or benching. It was also **AGREED** that the PCSO/Kent Police should be contacted for their advice on the matter. Action: Deputy Clerk

An enquiry to run a fish and chip van from the car park had been received, which has been dealt with by the full council. The business owner had attended the last LPC meeting where the Council **AGREED** to a 6 week trial on a Monday evening. The Deputy Clerk updated that the owner had informed the Office that MBC require a specific licence for the new venue, which may take a couple of weeks to obtain, so the proposed start date (27 June) will be delayed.

A resident reported a strange noise from one of the pieces of play equipment in the youth area. It had recently been inspected and the Caretaker and Deputy Clerk have investigated. The Caretaker has applied lubricant, but the play equipment repair company will be asked to double-check the piece when they visit to do other repairs. Action: Deputy Clerk.

A resident, representing some of the dog owners who regularly use the park, asked if she could purchase a dog water bowl and put it in the corner by the bin and the planter. She would bring water to refill it, or the Caretaker could refill when watering the planters. The Committee **AGREED**. Action: Deputy Clerk to advise the resident.

10. To receive the Caretaker's report and make necessary decisions

The Deputy Clerk gave an update on the Caretaker's work since the last meeting. The Caretaker and Deputy Clerk carried out the repairs to the ball pit fence once the bespoke posts arrived. They also prepared the ground for the installation of the Pavilion planters. The Caretaker has fixed some guttering and drainpipe brackets, unblocked the drain from the kitchen and put a treatment on the Pavilion wall, which was very green after the hedge removal. There has continued to be a steady stream of party bookings to open and close for. The Clerk has designed a new timesheet to record how allocated hours are used, and details of

any overtime claimed, to give more clarity. Progress has been slow with some jobs but the Caretaker has assured the Deputy Clerk that the garage doors and window frames are his next priority. These need to be done prior to the installation of the cycle rack and the noticeboard, both of which he will be installing. For the Environment Committee, he assisted the Deputy Clerk putting up the Lorrywatch signs around the village.

The Caretaker has asked if he could paint the eaves, rather than get a contractor in. Working at height and ladder regulations were discussed and the Committee **AGREED** that such work must be carried out by a qualified contractor. Action: Deputy Clerk to advise Caretaker.

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

a. Maintenance

i) Community Outbreak Maintenance Fund deep clean update

The deep clean included in the successful Community Outbreak Maintenance Fund application has been completed by our contract cleaner. This made a noticeable improvement to the upholstery on the chairs, noted by all. The Office proposed to the Committee that, as this was a very reasonable cost, the chairs could be done on a regular basis. After discussion it was **AGREED** to put it on the maintenance schedule, to be done annually. Action: Deputy Clerk

ii) Front of Pavilion works update – planters/noticeboard/cycle rack

Since the last meeting, Isles have removed the hedges outside the pavilion and the Queen's Platinum Jubilee planters have been purchased, installed and planted. The cycle rack is awaiting installation and the noticeboard is due to be delivered. After installation, the ground will be finished. Many positive comments have been received about the planters.

iii) Painting of the main hall

As requested, quotes are being sought to re-decorate the main hall white, ideally in the school holiday when there are less restrictions caused by the hired use. The first 3 contractors approached declined, due to workload. The Deputy Clerk is meeting 2 other contractors for a site visit this week. It was **AGREED** 3 quotes should be sought and circulated for agreement by **Round Robin**. Action: Deputy Clerk. The noticeboards were discussed and it was **AGREED** that three in the middle should be removed and stored in the garage. Action: Caretaker.

iv) Toilet lighting

The Caretaker has reported that the toilet lights are frequently left on overnight, despite hirers being messaged with reminders to double-check prior to locking up. The Committee discussed conversion to motion sensor lights to ensure they turn off. This would save energy from an environmental and financial perspective. It was **AGREED** that quotes should be sought and should include the changing rooms. They should be circulated for agreement by **Round Robin**. Action: Deputy Clerk.

b. Risk (H&S)

i) Increasing the range of the CCTV

A number of incidents of ASB, including fire starting, have taken place at the rear of the Pavilion, out of sight of the cameras. It has also previously been discussed that it would be helpful to be able to view the full field. Astra CCTV supplier have been consulted and made a site visit to assess the cost. The existing 2 cameras on the rear Pavilion wall could just be re-angled (as both currently face the youth shelter) and there is capacity to add an additional camera on the eaves of the Pavilion, facing out across the field. The current recorder has capacity for the additional camera. After discussion, the Committee **AGREED** the quote for a new camera, connectors, fixings, installation and configuration into the current recorder and screen. To be funded from the surplus allocated to the bike rack. Action: Deputy Clerk.

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

a. Regular and ad hoc hirers

i) To receive information on regular hirers

The Deputy Clerk reported that since the last meeting one regular hirer has been lost, but a new monthly hirer has been gained on Wednesdays, and a weekly evening fitness session should be starting on Fridays and possibly Sunday mornings. A community group trialled monthly use, but attendance was too low to make it viable. Crosskeys FC have confirmed that they will not be playing in the league next year and a couple of enquiries have been received from other Sunday football teams. It was **AGREED** that every effort should be made to find a replacement football team. Action: Deputy Clerk.

The meeting closed at 8.09pm and a discussion took place regarding the payment situation with one regular hirer. The Committee **AGREED** the course of action to be taken, which the Clerk will communicate to the hirer in writing. It was also **AGREED** that the hirer's response will be circulated by Round Robin for the Committee to make their next decision. The meeting was re-opened at 8.25pm

13. Reviews

a. To review the Booking Policy

The Booking Policy had been pre-circulated to the Committee. The Committee **AGREED** the document without changes.

b. To review the Pavilion Occupancy Policy

The Pavilion Occupancy Policy had been pre-circulated to the Committee. The Office has discussed the document and would like to revise and refresh it, to include some additional data regularly requested by potential hirers. After discussion the Committee **AGREED** to the update. They also **AGREED** that the updated document should be circulated for review and agreement by **Round Robin**. Action: Clerks' Office.

c. To review the Standards and Conditions of Hire (inc Open Spaces)

The Standards of Condition of Hire (inc Open Spaces) had been pre-circulated to the Committee. The Deputy Clerk drew the Committee's attention to the need to remove Appendix C, now that Covid regulations have been removed. Again, the Office had discussed the document and would like to revise and refresh it, and make the booking form section more user friendly, so it can be filled in electronically. The Committee **AGREED** to the update. Action: Clerks' Office. They also **AGREED** that the updated document should be circulated for review and agreement by **Round Robin**. Action: Clerks' Office.

d. To review the key holder list

The key holder list had been pre-circulated to the Committee having been updated following the installation of the new locks. The document was reviewed and noted by the Committee.

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

a. Risk reports

i) To receive information on the quarterly risk inspection report 31 May 2022

The quarterly risk inspection had taken place on 31 May 2022 and items raised as low and medium risk had been transferred to the Issues/Action List. This updated document had been circulated and quotes obtained for various items of maintenance (see Agenda item 14b(i)).

The new fencing in the younger children's play area was discussed. The Deputy Clerk had not been able to obtain a response from the contractor, but had contacted several safety bodies concerning the current standards related to minimising entrapment risk. It has been confirmed that the regulations are voluntary and advisory. After discussion it was **AGREED** that the Committee still want to get a response from the contractor on the issue, because the fence quoted for was anti-trap specification. Action: Deputy Clerk.

b. To review maintenance and consider the following:

i) Repairs to items of play and exercise equipment

The quotes for the repairs highlighted in the quarterly risk inspection had been pre-circulated. After discussion it was **AGREED** to proceed with all repairs listed, with the exception of the motorbike, as it is likely to be removed to accommodate a new piece of equipment in the planned improvements. Action: Deputy Clerk.

As requested, letters had been sent to the families of the 2 individuals who had vandalised the youth shelter roof, requesting a donation towards the repair costs, but no response had been received. The matter of the future of the youth shelter was discussed in Agenda Item 9.

ii) Update on the exterior signage

The Deputy Clerk updated the Committee that the exterior signage had been delayed as the order went missing on its way to the artwork department. It is now underway and will hopefully be ready to be installed within the next couple of weeks.

c. Car Park matters

i) Tree roots trip hazard

The Deputy Clerk drew the Committee's attention to the tree roots outside the front door of the Pavilion which are becoming a trip hazard. After discussion, the Committee **AGREED** that this is now a high risk issue and the MBC Landscape Officer, or any other appropriate experts, should be consulted for advice and options. It may need to be funded from LPC contingency funds. Responses should be circulated to the Committee for decision by **Round Robin**. Action: Deputy Clerk.

ii) Car park barriers

The Deputy Clerk informed the Committee that one car park barrier had been found knocked down and had to be repaired by the Caretaker and Deputy Clerk, but remains unstable. Many are either loose or very frail due to the rotten bases. There are 3 missing. Replacement was moved to the 2023/24 budget at last year's PCH budget meeting. After discussion, the Committee **AGREED** that quotes for replacement with metal hoops should be sought and brought to the next meeting. Action: Deputy Clerk. The Committee also **AGREED** that sources of funding should be investigated, including Councillor Simon Webb's member grant. Action: RFO to clarify where there is surplus.

The Deputy Clerk informed the meeting that there have been no further issues with overnight parking, so the Office had not yet consulted the landlady of the Walnut Tree pub to discuss her enforcement scheme.

15. 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.

16. To ratify any ROUND ROBINS used since 28 February 2022

None

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

After the last meeting, the Communications and Media Clerk has been asked to populate the website with the regular hirer bookings and this will shortly be complete. Action: Communications and Media Clerk.

The jubilee Community Coffee Morning and the planters were well publicised in In & Around Loose. The Committee **AGREED** that the Ukraine notice on the website front page should be replaced with fete information. Action: Communications and Media Clerk.

18. Community Events Group

To receive an update from the meeting on 13 June 2022 and make any necessary decisions

The minutes of the meeting of the 13 June had been pre-circulated to the Committee.

The Deputy Clerk updated on actions since the last meeting. Cllr Jo Miles has taken on the dog show in its entirety and has also secured sponsorship and arena entertainment related to the show. Nellsar have agreed to sponsor the programme, the Walnut Tree pub has agreed to run the bar and our new hirer The Tuneless Choir have offered an arena entertainment slot. The current priority tasks are:

- Securing addresses for Wards boards (30 required)
- Securing advertisers for the programme
- Recruiting more stallholders
- Finishing the application to MBC Events.
- Sourcing raffle and tombola prizes
- Recruiting more volunteers to help before and on the day

The Committee made the suggestion of contacting Cornwallis Academy for potential volunteers e.g. Duke of Edinburgh Award students. SL offered to do litter picking before and after the event. VG and TO offered to help set up and will be around on the day. VG will be one of the qualified first aiders along with JM and TO once he has re-qualified. VG suggested contacting the former RFO to host a Wards board and help run the tombola with a resident. It was suggested that Helen Grant and Anne Widdecombe be invited. The Deputy Clerk will take the information and suggestions to the fete organiser.

19. Community Hub (ongoing)

To continue discussions on the revival of this project (TO)

Councillor Oliver (TO) shared new plans for the development of the Pavilion. The main issue with the current building is that it does not comply with Football Association regulations regarding changing rooms for officials. He explained that the initial project to square up the Pavilion would provide limited additional square meters, with disproportionately high costs, because the walls and the roof would need altering. The new plan includes converting part of the garage to an officials’ changing room, and making the changing rooms accessible by external doors. The goal posts would still fit in the garage raised at an angle. There are no plans to change the structure of the main hall, entrance hall, toilets and kitchen, so hirers would be able to continue use. Partitions to divide the hall were discussed as a possibility, although it was noted that there is little demand for smaller spaces. After discussion, the Committee **AGREED** that the new plans should be developed, with new drawings and specifications. Action: TO. SL queried whether the alterations would require planning permission if they are all inside the original footprint, and it was **AGREED** TO should investigate matters such as planning permission and building regulations. Action: TO.

20. Other Items (discussion only)

SL asked whether there had been any progress regarding obtaining a map for inside the Pavilion. The Deputy Clerk informed that a supplier was still being sought by the Office.

21. Date of Next Meeting – 26 September 2022

The meeting was closed at 9.15 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....