



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 22 November 2021 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), Charlie Hollister (CH) 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.**

None.

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

The Committee **AGREED** that Agenda Item 10b 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 11 October 2021 (Pages 327-333)**

The minutes of the meeting on 11 October 2021 (Pages 327-333) 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**

The Office had received information that a child had collided with the hazard-taped section of the ball pit fence and sustained a scratch injury. The Deputy Clerk explained the timeline and actions since the fence had been noted as requiring repair. The manufacturer had already been contacted and spare parts were being sourced and, as it had been included in the Playfix quarterly inspection as low risk, the sections were being secured, hazard-taped and checked every morning. In this instance it appears that the fence had been pulled apart slightly during the day. The Caretaker and Deputy Clerk met at 8am the following morning and secured the fence very tightly and covered the fixings with hazard tape and duck tape. It continues to be monitored to ensure it remains secure and the line of fence is flush. The Clerk had replied to the member of public to enquire how the child was and update on the measures taken.

## 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 again includes tasks for the ENV Committee as well as the PCH Committee. He has removed the ivy growing on the ragstone wall inside Brooks Field, secured some loose patio paving slabs, completed the water sampling for the legionella testing and assisted repairs and hazard-taping of the ball pit fence. He has had a significant number of party bookings to open and close for, as has the Sunday caretaker. He should shortly be completing the village green tidy up and making some repairs to the guttering on the Pavilion. He still has benches and bins to paint and has been asked to complete his online Manual Handling course as a priority. The Clerk has purchased the leaf blower so the Caretaker can now tidy away the leaves from the Pavilion entrance and around the play areas.

## 8. Reviews

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

A summary of the systems and records in place for the checking of the play and exercise equipment had been pre-circulated to the Committee. The Deputy Clerk explained the documents used and suggested one amendment she intends to make relating to recording the low risk items. The Committee **AGREED** the processes are very thorough but that the suggested amendment would ensure nothing ever got overlooked. Action Deputy Clerk.

### b. To review the hire agreement to include new Prevent guidance and make any necessary decisions

In response to information received regarding Prevent Duty obligations, an additional clause has been written for inclusion in the hire agreement. This was pre-circulated to Councillors for review. The Committee **AGREED** the wording of the clause and that it should be included in the hire agreement with immediate effect. Action Deputy Clerk.

## 9. To discuss the Management Plan and make any necessary decisions

The Management Plan was circulated and after discussion the Committee **AGREED** the following:

- Remove all completed work shaded green
- Complete the renewal of locks, keys and door handles before March
- Complete the Access Audit (but no cost assigned)
- Complete the renewal of exterior signage before March
- Assign a budget figure to the replacement of the hall floor
- Amend the changing room refurbishment date to 2023/2024
- Remove the shelving and creation of a mezzanine in the garage as no longer required
- Add in the removal of the hedges outside the entrance
- Add in the installation of a planter for the Queen's Platinum Jubilee
- Add in a Community noticeboard outside the Pavilion
- Amend the Multiplay unit installation (£106) to refer to installation of a smaller toddler MPU
- Add a review date (22 November 2021) and "Reviewed annually" to the title

## 10. Finance

### a. To ratify the use of the budget set aside for fencing towards play equipment repairs

The committee ratified this use of the budget.

### b. To receive an update on a regular hirer re payments

The Clerk gave an update on the situation regarding payments by a regular hirer.

### c. To agree the budget for 2022-2023

The Clerk had pre-circulated a finance report and budget information. After discussion the Committee **AGREED** the budgets as follows:

- Water supply and waste Water £400.00
- Electric and Gas £1200.00
- CCTV servicing and repairs £500.00
- Cleaning £1400.00
- Industrial Bin £360.00
- Risk assessment play areas £300.00
- Play area Maintenance £2000.00
- Pavilion & Carpark Maintenance £5000.00
- Save to invest Toddlers Play Area Fence £300.00
- Bike Racks £500.00
- Notice Board for Pavilion £835.00 plus fitting
- One Planter for Pavilion for Queens Platinum Jubilee (and necessary works) £1312.00
- Replace Floor in entrance hall £2200.00
- Shelving/mezzanine budget £800.00 from 2021/22 move to Floor budget so total £3000.00
- Community Hub Work – No costs for next year

#### **11. Community Hub (ongoing)**

##### **To discuss the revival of this project**

Councillor Oliver (TO) recapped the history of the dormant Community Hub project and explained that the aim was to address issues of non-compliance in terms of the changing facilities, with regard to the FA requirement for separate changing for match officials. The previous plans had also incorporated a Parish Office and base for the PCSO or Community Warden, additional storage, more flexible hall and meeting spaces and a separate entrance to the changing facilities. After discussion it was **AGREED** that the project should be revived and that Councillor Oliver would produce an initial sketch to be discussed at the next meeting. Action TO.

#### **12. Other Items (discussion only)**

The Deputy Clerk informed the Committee that essential tree maintenance would be carried out on Wednesday 24 November. This would trim back the tree in front of the Pavilion that was obscuring the CCTV camera, and the tree in the toddler play area that was overhanging the Multi Play Unit.

Councillor Luckhurst asked whether the Involve community workshop had taken place. The Clerk informed that the organisers had cancelled at last minute due to a large local funeral preventing people accessing the venue easily.

The Deputy Clerk advised the PCH committee, that although strictly an ENV matter as related to the boundary of King George V Recreation ground, they should be aware that the wall that borders the Walnut Tree Pub has a big hole in it on the park side. The Deputy Clerk will be contacting the landlord to ensure aware and discuss necessary action. The Shepherd Neame brewery should be responsible for repairs. Action Deputy Clerk.

#### **13. Date of Next Meeting – 28 February 2022**

The meeting was closed at 9.10pm

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

Signed .....

Dated.....