



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 01 Sept 2025 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.**

Councillors taking part: Vianne Gibbons (Chair-VG), Tony Oliver (TO), Neil Lettington (NL), Sarah Leeson (SL).

Also present: Nicky Bourne (Clerk - NB) and Amanda Baker (Assistant Clerk - AB) who took the minutes.

There was 1 member of the public involved in the meeting.

1. To receive and record any apologies for absence

Apologies previously received from Cllr. Elaine Lawford (EL) were accepted. No apologies were received from Cllr. Velma Bennett (VB).

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 in 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 PCH minutes:

The minutes of the meeting on 30 June 2025 (Pages 404-407) were duly **AGREED**, signed by the Chairman and passed to the Clerk accordingly.

6. To receive any questions/comments from the public

(To include communications received by the Clerks' Office or other committees)
Two incidences of nuisance bikes on the field in July have been reported to the police.

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

a. Maintenance

i) Update on completed maintenance

The bike rack has been installed at the front of the pavilion. The faulty emergency light in the changing room was changed. The existing chairs are being regularly cleaned by the caretaker now. The chairs will be replaced as and when necessary on a rolling replacement programme as previously agreed.

ii) Update on outstanding matters

The following maintenance tasks listed at the last meeting are still to be completed:

- Painting the walls of the second toilet
- Finish painting the walls of the entrance hall
- Sanding and painting the low-level fascias on the exterior of the building

DRAFT

- Painting the King George V Recreation Ground (KGV) gates and black fence railings
- Signage in the car park which was previously agreed is awaiting installation
- Repainting of the benches in the KGV field
- Replacing the drainpipe at the back of the pavilion
- The wet ceiling in the changing rooms, possibly from a leak

The caretaker will complete some of the above maintenance.

b. Risk (H&S)

- i) **Legionella Testing**
The sample was taken earlier this month and results are in and clear.
- ii) **Gas boiler and water tank service**
The service took place on Monday 01 September 2025 by a local company who completed the previous service. The Office is awaiting a quote for replacing the copper pipe and lever valves on the water tank. The committee **AGREED** that this should be fixed as soon as possible under risk from the maintenance budget. Action AB/NB. The committee **AGREED** that the changing room ceiling should be tested for asbestos from the maintenance budget. Action: NL/Office.
- iii) **Fire appliance inspection**
This will take place on 19 September 2025 with the same company who did the previous inspection.
- iv) **Drains**
The public drains had a problem which caused the drains at the back of the pavilion to overflow. This was reported to Southern Water. The cement around the edge of the drain cover has crumbled a bit. The committee **AGREED** to obtain quotes for this and agree by **ROUND ROBIN**. The committee **AGREED** that quotes should be sought for a drain survey and the cost to be included in the 2025/26 budget. Action: AB/NB.
- v) **Lightning protection**
A company has attended and surveyed for the need for lightning protection. The survey highlighted the need for surge protection on the electricity supply. The committee **AGREED** quotes should be sought and circulated by **ROUND ROBIN**.
- vi) **Lighting in the pavilion**
The pavilion does not currently have LED lighting and replacements tubes are becoming harder to obtain. The committee **AGREED** to defer any decision on lighting until the Pavilion Working Group is up and running.
- vii) **Smoke alarm in garage**
The committee **AGREED** to defer this until the Pavilion Working Group is up and running.
- viii) **Fire alarm**
The committee **AGREED** to defer this until the Pavilion Working Group is up and running.
- ix) **COSHH (Control of Substances Hazardous to Health)**
SL and AB have identified the products used in the pavilion which will require a risk assessment as well as a Safety Data Sheet. This is still ongoing. Action: AB.

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

- i) **Update on regular hirers and availability**
One regular hirer is taking a break but the NHS will return to the pavilion for their regular slot from October.
- ii) **To discuss the results of the survey of hirers.**
A survey was sent out to regular hirers and the Office had six responses. The survey covered areas to be improved at the pavilion, what hirers liked about the pavilion and how they felt about the booking process. The survey suggested that hirers were generally pleased with the facilities although some changes were suggested. After discussion the Committee **AGREED** that the office could purchase small items out of the maintenance budget e.g. key torches. Action: NB/AB. The committee **AGREED** that the sponges and tea towels should be removed as

DRAFT

unhygienic, cleaning cloths and blue roll should be used instead and that a non-corrosive antibacterial surface cleaning spray should be provided. Action: NB/AB. The committee **AGREED** that the Wi-Fi code should be displayed on the noticeboard in the kitchen as long as the Wi-Fi usage is unlimited. Action: NB to check contract.

Parking can be a problem at the pavilion. After discussion the committee **AGREED** that the Office will contact the local school to remind them that the pavilion car park cannot be used by school users apart from short term pick up and drop off and to ask that they communicate this to parents and hirers. Action: AB/NB. The committee **AGREED** that the parking situation should be monitored whilst the late afternoon/evening hirers are present and reported back to the committee by email. Action NB/AB. The committee also **AGREED** that the PCSO should be asked to attend the school to discuss the parking situation in the pavilion car park and on the local roads. Action AB/NB.

iii) **Income from hiring**

The figures were reviewed by the committee.

iv) **To review hiring fees for the next year**

The hiring fees have not been increased since 2019 to support our local community residents and organisations. The committee **AGREED** not to increase the hire fees. Hiring a football pitch will be removed now there is a long-term agreement with the junior football club. Action AB.

9. Community Hub Working Group

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

NL informed the committee that three councillors and local residents and hirers have expressed an interest in joining the working group. The first meeting of the working group should take place in September.

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

i) **To receive information on the operational inspection report 19 June 2025**

The operational inspection took place on 19 June 2025 and the findings have been shared with the committee via the existing spreadsheet. The caretaker will assist with minor repairs and general maintenance jobs highlighted. Action: Office/caretaker.

ii) **Play and exercise equipment maintenance and repairs**

The new basket swing has been delivered and is awaiting installation. The new swing seat for the rotator in the youth play area has been ordered. The repairs on the seesaw in the toddler play area have been completed. After discussion the committee **AGREED** that quotes should be sourced for the wetpour repairs and bought to the budget meeting in November. Action: AB/NB.

iii) **Future play equipment inspections**

An operational inspection is scheduled for October/November 2025. The annual inspection is due February 2026. After discussion the committee **AGREED** to remain with the annual inspection company used last year. Action AB/NB.

11. Car Park Matters – to discuss and make any necessary decisions as relevant

i) **Signage**

The signage for the car park entrance is awaiting installation along with the byelaws sign. Action: AB/NB. Quotes are still being sought for the repainting of the Stop and No Parking markings. Action: AB/NB. The committee **AGREED** to install an 8ft wooden post for the fire assembly sign. Action: AB/NB.

ii) **Car park railings/bollards**

After discussion the committee **AGREED** to purchase another green parking hoop to go adjacent to the path to the toddler play area to discourage parking on the grass. Action: NB/AB.

12. Finance (KO)

i) **To discuss the latest RFO finance report and review current budgets (ongoing)**

The finance reports had been previously circulated and were noted.

DRAFT

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

The Management Plan was previously circulated and was noted.

13. Reviews – to discuss and make any necessary decisions as relevant

a) To review Pavilion and Playing Field Hire fees

This have been previously **AGREED** at item 8(iv).

b) To review the CCTV contract

The company has been taken over by Ward Security. The contract renews annually in April. The committee **AGREED** they remain happy with the service and wish to continue using the current contractor.

c) To review the industrial bin contract

The contract is renews annually in May. Notification of a 6% price increase to be applied in October 2026 has been received. After discussion the committee **AGREED** they remain happy with the service and wish to stay with the current contractor.

14. To ratify any ROUND ROBINS used since 30 June 2025

The following ROUND ROBINS were ratified:

For Item 13(i) at the PCH meeting held on 30 June 2025, a ROUND ROBIN was circulated on 8 August 2025: Update on the entrance signage and byelaws information - To agree a signage quotes. A supplier and quote were **AGREED** (VG, NL, SL).

For Item 10a(ii) at the PCH meeting held on 30 June 2025, a ROUND ROBIN was circulated on 18 August 2025: Pavilion chair options. The Committee **AGREED** that the chairs could be replaced on a rolling replacement programme with new cushioned vinyl chairs being sourced. Option 2 or option 3 were **AGREED** (VG, TO, SL, NL).

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

The calendar of ongoing bookings need updating on the website. Action: AB/NB. The committee **AGREED** to check the PCH pages of the website and email the office with any changes. Action: Office/PCH Committee.

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

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

The date for the next Loose Fete will be 13 June 2026 and the committee **AGREED** that the theme for the event would be the football world cup. Shayler's funfair will be in attendance again. The committee **AGREED** that South Park WI would be asked to provide the refreshments in the pavilion. The committee **AGREED** that a small event ring would be set up and any pavilion hirers could have a slot. The committee **AGREED** to approach the same judge, PA and first aid provider. Action: AB. After discussion the committee **AGREED** in principle for portable toilets and that prices should be sourced. Action: AB.

17. Other Items (discussion only)

The padlock for the gate has been replaced after being broken for emergency services access. A spare padlock will be purchased. A local resident will be given the gate code for emergency use only. The previous cleaner has returned the pavilion keys.

18. Date of Next Meeting – 10 November 2025 (Budget meeting)

The meeting was closed at 9:14pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....