



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 27 February 2023 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: 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 28 November 2022 (Pages 354-357)

The minutes of the meeting on 28 November 2022 (Pages 354-357) 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)

None.

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

Since the last meeting the Caretaker has completed the painting of the main hall and prepared the toilets for decoration. He has changed the hall noticeboards, put up the 2 new map frames, cleaned out the hall lights and eliminated the trip hazard by extending the threshold at the door to the main hall.

Outside, the Caretaker and Deputy Clerk have put in rubber matting at one end of the basketball court, to trial reducing the trip hazard. If successful, they will do the same at the opposite end. They have also completed some maintenance highlighted in the play area inspection, related to tightening the fixings for the fence panels on the basketball court. The garage has been tidied and all waste taken to the skip in Brooks Field, before it was collected.

After discussion, the Committee **AGREED** that the Caretaker's report should be removed from future agendas as the content is duplicated in the following section on maintenance. Action: Deputy Clerk.

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

a. Maintenance

i) **Internal decoration update (painting and noticeboards)**

The Deputy Clerk advised that the caretaker has completed the painting of the main hall walls, and prepared the toilets. He has plans to do the radiators and then all the window sills. Two of the noticeboards removed from the main hall have replaced the large board in the hallway, allowing community notices to be separated from Pavilion activities, and smartening up the area. There are no plans to put the main hall boards back up. The Committee **AGREED** that the Brownies and Rainbows should be contacted and if they no longer wish to put up a display on the one remaining board, it should be removed. Action: Deputy Clerk. The Deputy Clerk has obtained a satellite map and street map of the Parish from the MBC Planning department, and these are now in place for the Planning Committee to use.

Additionally, the cleaner will be doing the annual steam clean of the chairs on 3 April 2023 and plans have been made with the WI to move the contents of their cupboard in the main hall, into one of the hallway cupboards. Action: Deputy Clerk.

b. Risk (H&S)

i) **Electrical checks**

The Deputy Clerk reported that the electrical checks and certification that were outstanding last meeting, due to difficulties securing a contractor, are now complete with no issues. One hard drive on the CCTV system has had to be replaced after failing. This was done under delegated powers.

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

i) **Outstanding hire fees update**

The former hirer with a payment plan is now back on track paying their monthly amount, as per the agreement.

ii) **Regular hire availability**

There is currently availability for regular hire on a Tuesday early evening, Thursday and Friday mornings. The Committee **AGREED** that the vacancies should be advertised via social media and the website. Action: Deputy Clerk.

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

i) **To receive information on the quarterly risk inspection report 17 November 2022 and the annual risk inspection 16 February 2023**

The inspection reports have been received and all findings logged on the ongoing actions document which had been pre-circulated to Councillors. There are no high-risk items, and 3 rated medium, discussed below.

ii) **To discuss any necessary play and exercise equipment repairs**

Some of the low risk items have already been dealt with by the Caretaker and Deputy Clerk (tightening basketball fencing bolts). The report notes deterioration of the MPU slide with increased dents. The Caretaker and Deputy Clerk have inspected these and can confirm it is not perforated. The Committee **AGREED** the slide should continue to be monitored closely in between the quarterly inspections. Action: Caretaker and Deputy Clerk. The trampoline bed was discussed and is not financially viable to replace. The Committee **AGREED** that quotes should be sought for its removal, and to have the space filled. Action: Deputy Clerk. The Committee **AGREED** that the youth shelter roof will remain as it is, but a solution to eliminate the low risk of finger entrapment in the empty fixing holes, brought up in the report, should be sought. Action: Caretaker and Deputy Clerk. The self-close mechanism on the younger children's play area gate is noted as not working. The caretaker has taken it apart and the gas-piston has failed. It was **AGREED** that the Office should look into whether this is covered under guarantee, or seek the cost of replacement, to be done under delegated powers. Action: Deputy Clerk.

- iii) **To receive an update on the planned developments in the younger children’s play area using S106 funds**
A quote request with an explanation of the proposed project has been prepared to be sent to a number of play equipment suppliers. This includes an MPU or piece of equipment suitable for toddlers, and an additional 3 benches. The Deputy Clerk hopes to have plans available for scrutiny and decision at the June meeting. Action: Deputy Clerk.

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

- i) **Car park gate repairs**
A quote to repair the gate damage caused by a delivery van was obtained and sent to DPD, who have made the payment. The repairs were scheduled for 21 February but have not happened and are being chased up. Action: Deputy Clerk.
- ii) **SGN works and container**
SGN have advised that their planned local gas works have suffered delays due to dealing with gas leaks elsewhere, so the container may be in place until June. There have not been any related issues so far, and payments have been received.
- iii) **Floodlights**
The three tall floodlights in the car park have not been working effectively, so were inspected and need replacement. The works were **AGREED** at LPC on 20 February 2023 and are programmed for 13 March 2023.
- iv) **Tree roots trip hazard update**
Following the decision made at the last PCH meeting to fell the tree in the car park, due to the root growth causing a trip hazard, quotes have been sought. After discussion, the Committee **AGREED** that this was just one quote within the full Parish tree works quotes, so the decision should be made by the Environment Committee at their next meeting on 13 March 2023. Action: Deputy Clerk to include on Environment Committee meeting agenda.
- v) **Overnight parking issue**
After incidents of overnight parking, residents in Hope Cottages and on the Loose Road were sent a letter regarding use of the car park. As this did not resolve one specific issue, the PCSO paid a follow up visit to a resident. The resident contacted the office and the Clerk replied to reinforce the reasons for our actions. The issue seems to be resolved.

12. Finance

- i) **To discuss the latest RFO finance report and review current budget (ongoing)**
The RFO had pre-circulated the finance report and current budget documents which were noted.
- ii) **To review the 2023-24 Management Plan and make any necessary decisions**
The Deputy Clerk had pre-circulated the 2023-24 draft Management Plan, for review and discussion. The Committee **AGREED** the plan, with one clarification that any large-scale paving slab replacement should wait until the PCH Hub works, but that individual slab repairs or trip hazards should be dealt with, as necessary, under delegated powers. Action: Deputy Clerk.

13. To ratify any ROUND ROBINS used since 28 November 2022

None

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

As **AGREED** in Agenda Item 9 (ii) the Pavilion hire vacancies should be advertised. Action: Deputy Clerk.

15. Loose Fete 2023

To receive an update on the organisation of the 2023 Fete and to make any necessary decisions.

The Deputy Clerk had pre-circulated a document created by the Office that is being used to organise the 2023 Fete. She summarised the progress so far and explained the change in the process, no longer holding specific face to face Community Events Group meetings.

The Committee discussed the implications of organising the fete in this way, and that much decision-making would need to take place in between PCH meetings. The Committee **AGREED** that the procedures for **Round Robin** agreement could be followed for any decision required on a specific numbered item from the action plan. The time limit for the response from members would be 7 days, and agreement would be by a majority vote by no fewer than 3 members of the PCH committee. In accordance with the Round Robin procedure, the decision or action taken will be minuted accordingly, and initials of the Councillors who ratified the decision/action noted at the next PCH meeting. Action: Deputy Clerk to number items on the actions plan, and utilise procedures when required.

The Committee discussed the format of the fete and **AGREED** that they would like to keep a theme, and that it should be “The Coronation” for 2023. The Committee discussed stallholder fees and **AGREED** they should remain the same as 2022, at £12 for community groups and charities (with an optional £3 for inclusion on the website/publicity), and £25 for commercial individuals and businesses. Action: Deputy Clerk to update and finalise stall holder paperwork and invite stallholders.

The Committee discussed the arena events and displays and **AGREED** that a social media post should be created to invite community displays or activities. Action: Deputy Clerk.

The Committee discussed the format of programme and **AGREED** that a smaller flyer-style should be produced. The popular lucky number competition was discussed and it was **AGREED** it should remain, but to ease administration on the day, the lucky number should be printed at the bottom with space for contact details to be written. This could then simply be cut off on the day and handed in. Action: Clerks’ Office.

The Committee **AGREED** that the Mayor’s Office should still be given details and invited to open the fete, but they are aware that the Mayor may not be so local next year. Action: Deputy Clerk.

The Committee **AGREED** that the offer of First Aid Services at the same cost as last year should be accepted. Action: Deputy Clerk to confirm to the First Aid provider.

The Committee discussed the raffle and **AGREED** that a wider range of local businesses in the Parish and North Loose should be contacted for a prize, as some were not asked last year. Action: Office team and Councillors to seek prizes. Deputy Clerk to create social media posts at appropriate times.

It was noted that the document reported that Shayler’s Funfair had been emailed to confirm their booking, but that no response had yet been received. The Committee **AGREED** that this should be urgently followed up. Action: Clerk.

The Committee discussed refreshments and **AGREED** to accept the same arrangement with the bar provider as at the 2022 Fete. Action: Deputy Clerk to confirm to the bar provider. The Deputy Clerk explained that the tea, coffee and cake refreshment service in the Pavilion still needed to be fully confirmed. The Committee discussed possible community groups who could be asked if the existing group no longer wish to be involved. Action: Deputy Clerk to follow up and clarify.

After discussion the Committee **AGREED** that there should be a display space at the Annual Parish Meeting where 2022 organisations and volunteers were publicly thanked. Action: Office team.

16. Community Hub

To discuss the management of the revised project and to make any necessary decisions.

The Deputy Clerk updated the Committee that items on the action list from the last meeting related to the Community Hub have not been achieved by the Office due to the everyday matters. She also explained the Office are concerned that they do not have the expertise to drive and manage a project of this size. After discussion about the process and order of tasks, it was **AGREED** that TO would produce an outline specification to accompany the current drawings. The Office should wait for this, then circulate it to

prospective builders, explaining the project will still need to go for pre-planning advice. In the interim, the Office should continue, as previously **AGREED**, to seek the archived documents relating to funding regulations of the original build, to contact the resident who attended LPC meetings and offered expertise, and to find out if any Councillors have any interest or expertise in driving the project. Action: Clerks' Office.

17. Other Items (discussion only)

SL highlighted an article in a recent MBC publication about the development of Boughton Monchelsea Village Hall, including significant eco-friendly, energy efficient measures. SL offered to contact the Clerk to discuss the project and find out any information that might assist LPC to include eco-measures in the Community Hub re-development. Funding was discussed and the Deputy Clerk will find and circulate the slides from the KALC workshop attended by SL. Action: Deputy Clerk.

18. Date of Next Meeting – TBC

The meeting was closed at 8.32 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....