



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 28 June 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), Tony Oliver (TO) and Luke Lenz (LL).

Also present: Kim Owen (Clerk)(KO) and Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

Absent: No apologies received from Charlie Hollister (CH).

There was one member 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 LL that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Council 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 LL that Cllr Susan Luckhurst should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by **SL**.

3. To receive and record any apologies for absence

None

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

None

5. 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 received.

6. 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.

7. To agree and to sign as a correct record the minutes:

PCH Committee meeting held on the 22 February 2021 (Pages 316-320)

The minutes of the meeting on 22 February 2021 were duly **AGREED**. The minutes were signed by the Chairman and passed to the Clerk accordingly.

8. Questions, comments from the public and communications received by the Clerk's Office or other committees

a. To receive information from T. Duke (Limitless Events)

T.Duke attended the meeting to seek permission to hire KGVPF to organise and run a large family event for 1000-2000 people, from 11am to 7pm on a Saturday towards the end of the summer. She shared an event

overview document and talked through her ideas for entertainment, activities, rides, performances, food and drink, ticketing and other logistics. VG responded that whilst the community is in need of a positive, fun event, there are many more logistical, safety and security matters still to be considered e.g. car parking, risk assessments for all vendors, maintaining access to the park and play areas for residents not attending the event, and there is currently a weekly hirer using a section of the field every Saturday morning. VG explained that first and foremost such an event requires an application to be submitted to the Event Planning and Safety Advisory Group at Maidstone Borough Council. KO shared her experience completing the extensive paperwork for the LPC fete, and NB emailed the link to the MBC application portal and noted that they request an application at least 12 weeks in advance. T.Duke thanked the council for listening to her proposal and for their advice and said she would go and complete the MBC application. It was **AGREED** that the council would look at the proposal again if the application was approved by MBC. T.Duke left the meeting.

b. Playing field booking enquiry

The office has received another enquiry to hire a section of the field, from 1-5pm on 10 or 11 July 2021 for a group picnic. As this date is prior to Covid-19 regulations being lifted, a maximum of 30 participants would attend. The applicant intended to hire a bouncy castle and also requested access to the toilets in the Pavilion. The committee discussed the proposal and it was **AGREED** that the hire charge of £100 would include the Pavilion and playing field, but that the LPC insurance policy would not permit a bouncy castle to be put up on the field. KO to respond to the enquiry.

c. KGVPF bins

John Edwards (MBC) has advised that he would like to remove the multiple bins on the KGVPF and replace with 4 large double bins. They would repair any ground where bins had been taken out. This would increase capacity, provide uniformity and speed up the task of emptying for his team. The 2 LPC centenary bins would not be removed. The committee **AGREED** to the proposal. NB to advise JE.

9. To discuss and agree any additions or changes to the Terms of Reference

The Terms of Reference were **AGREED** without amendment.

10. Caretaker (ongoing)

a) To receive the Caretaker's report and make necessary decisions

NB updated on the Caretaker's recent work. Since the last meeting DD and NB have attended the RoSPA Routine Playground Inspection Course and DD completes his weekly inspection sheets effectively. Both NB and DD have a better understanding of common faults with the play equipment, helped by hosting the training at the KGVPF. DD has been having to spend time hazard taping items currently out of use (the trampoline, strider and basket swing) and the wooden fence. This frequently needs re-taping as it regularly gets removed. He reports any incidences of vandalism or ASB to NB and clears it up, but also helpfully looks on CCTV to save NB time when she then goes to record it.

DD litter-picks daily, and clearly very effectively as the local Beaver group commented that there was less litter to find when they did a recent pick. He built the wheelchair accessible picnic bench with NB ready for MBC to install. He assisted with the garage clearance and has organised his equipment and has put up some storage solutions. He has retrieved the loose bricks from the wall at the triangle and they are currently stored in the garage. The weather has prevented him making the progress he wanted with painting the garage doors, window frames and benches around the village, but he has the products/equipment now and will get on with this in forthcoming weeks.

SL asked whether DD has adequate PPE – it was **AGREED** this should be checked with him. It was also **AGREED** that he needs to have manual handling training so this should be arranged as soon as possible. Clerks' Office to action both.

11. Pavilion – to discuss any items under relevant headings below and make any decisions (ongoing)

a. Maintenance

- i) Entrance Shutter update – the entrance shutter was installed on 10 May 2021. Keys have been provided to all users.
- ii) Microwave update – the microwave was purchased in May and is now in the Pavilion kitchen.
- iii) Cigarette bin update – the new cigarette bin was installed by the caretaker on 10 Feb 2021.
- iv) Garage clearance and shelving to create a mezzanine – the clearance was completed by DD, KO, JA, SL, PR and NB on 6 March 2021 and unwanted items discarded. This has created more space and the caretaker has installed some hooks and storage solutions for his equipment. The previously planned storage mezzanine was discussed and it was **AGREED** that this would no longer be necessary.
- v) Missing tiles – whilst doing the KGVPF walkabout JC and NB noticed 2 roof tiles missing. It was **AGREED** that a quote for repair should be sought and agreement by Round Robin. Clerks' office to action.
- vi) Exterior woodwork on the apex – as with the low level woodwork, the high level apexes are in need of painting. It was **AGREED** that a quote for the work should be sought and agreement by Round Robin. Clerks' office to action.
- vii) Exterior signage – this has already **AGREED** that quotes should be sought and a decision made by Round Robin. NB has not proceeded with this yet, but the office has had discussions about needing clearer, larger signage stating that the car park is locked from 6pm until 8am. NB has gained some contacts via other Parish Councils and will circulate quotes as soon as obtained.

b. Risk (H&S)

- i) **Fire Risk assessment** – the assessment was completed on 20 April 2021 by JC, NB and SL. The Remedial and Ongoing Action Plan document had been pre-circulated to the committee. All items on the checklist are up to date or in hand.
- ii) **Wheelchair access in the building review (VG)** – it was **AGREED** that there was a need for a formal review of compliance with respect to wheelchair and disability access to ensure that the building is up to date with all mandatory requirements. Clerks' Office to investigate and report back to next meeting.

12. Hirers / Clients – To discuss any items under the relevant headings below (ongoing)

a. Regular and ad-hoc hirers

To receive information regarding the return of regular and ad-hoc hirers following the change in the government timeline for the lifting of regulations.

NB informed the committee that most user groups were either back, or had notified of their intended return date. 1st Loose Rainbows, Brownies, Slimming World and Crosskeys football club have all returned (although the showers are still not permitted). 2nd Loose Rainbows and Brownies, and Musical Merry Go Round will return in September. A new hirer, Little Kickers, started on the field on Saturdays 9am – 12pm in May and a Phonics class have booked a 6 week block on Friday mornings starting in September. Zumba Gold will not be returning as continuing online, and the Yoga instructor is still waiting to make her decision depending on the regulations. Loose WI, Loose Valley WI and Loose Area History Society have all given return dates and the Coffee Morning will re-start on 11 August.

Ad hoc bookings have been coming in steadily although all those who had booked dates prior to July 19 have had to be moved or refunded. The Pavilion venue is advertised in the In and Around Loose publication and on the website, but NB asked whether there was a need to do more advertising. It was **AGREED** to add this to the September meeting agenda, when a clearer picture and pattern of demand might be known.

13. Reviews

- a. **To review the booking policy** – this was reviewed and **AGREED** without amendment.
- b. **To review the Pavilion Occupancy Policy** - this was reviewed and **AGREED** without amendment.

- c. **To review the Standards and Conditions of Hire** – this was reviewed and **AGREED** that there should be no amendments at the present time. It was discussed and **AGREED** that there should be a staged amount charged for an exclusive event on the playing field and this will be put on the September meeting agenda. In the meantime, the Clerks’ Office will research hiring fees with other parish councils. Clerks’ Office to action.
- d. **To review the key-holder list** – NB explained that the spreadsheet was a working document, recently amended following distribution of the new shutter keys. There are no issues. The document was reviewed and noted.

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

Publications - In and Around Loose this month advertised that we are now taking bookings again, and reminded about the car park closure times and about overnight parking. It welcomed back regular hirers and informed about the fete. AR will shortly be producing a new Community Alert.

Social media - we have successfully joined the following facebook groups as Loose Parish Council: The Loose Community, Live and Let Loose, Loose Village Community Hub and Coxheath and Farleigh residents group. It is intended that posts will be limited but it does allow essential or urgent information to be distributed to a wider local audience.

LPC Facebook page – NB asked whether hirer’s information or posters could be posted on our facebook page and after discussion it was **AGREED** that the committee did not wish for this to happen.

Website – KO and AR have been working on accessibility (ongoing) and are trying to resolve issues with the calendar feature to get it functioning so people can see what is on more easily. KO and AR ongoing action.

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

a. Risk reports

i) **To receive information on risk inspections**

The trampoline, previously categorised low risk, was damaged further and became high risk so has been taped out of use. A leg broke off the strider, through wear and tear, and a karabiner was removed from the basket swing so both are now high risk and have been taken out of use. From the annual inspection, the MPU panels continue to be monitored and advice from the RoSPA course leader was to renew the boards as starting to rot, but that the equipment itself was very sound. Quotes for repairs have been sought from MBC and Playfix.

ii) **To discuss future risk inspections and Playground Inspection Training**

NB and DD have completed the RoSPA Routine Playground Inspection training which allows them to record weekly inspections. The quarterly Operational Inspection requires a higher qualification and quotes have been sought for 3 quarterly inspections (April, July and October) and the annual in January. MBC have offered monthly inspections but this frequency is not necessary now we have 2 people who have completed the Routine Play inspection training course. After discussion it was **AGREED** Playfix should be asked to carry out the inspections. Clerks’ Office to action.

b. To review maintenance and consider the following:

i) **To receive an update on the replacement fence around the toddler play area.**

50% has been paid to the company and the fence has been ordered with installation pencilled for the first week in August. Once the date is confirmed, it was **AGREED** that the Clerks’ Office should consider the implications for park users and prepare the required communication to residents. Clerks’ Office to action.

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

As noted in Item 15 a (i) the following are currently out of action: the trampoline, the basket swing and the strider. Quotes were discussed and it was **AGREED** that Playfix should be asked to proceed with the repairs. Clerks’ Office to action.

iii) **Replacement football post hole covers**

There were recently two covers missing but one has since re-appeared. Rubber caps were purchased but did not fit correctly. It was **AGREED** that 2 more bespoke metal covers should be sourced. Clerks’ Office to action.

iv) **Noticeboards**

SL had circulated a suggestion that the noticeboard outside the KGVPF should be improved in keeping with the other new boards. NB also advised that the office had received requests to display information about what is on in the Pavilion actually outside where people walk by. It is currently only displayed inside. The Clerks' Office and caretaker considered a suitable place for a board like that installed at Holmesdale would be in the gap between the hedges, above the bench, facing the car park. It was **AGREED** that this should go on the agenda for the next meeting to discuss adding an additional board to next year's budget. Clerks' Office to action.

c. Car Park Matters

i) Yellow NO Parking signs and disabled bay markings

The car park markings were completed in January 2021 and NB reported that having noticed the yellow paint chipping off in chunks, the contractor was contacted with photographs. He immediately responded, came and inspected and the areas were re-painted within days.

Resident overnight parking issue

Despite the signage, and letters to all residents in Hope Cottages requesting they do not leave vehicles parked overnight, the 2 cars belonging to residents of Hope Cottages are persistently left in there. The PCSO has also spoken to the residents. For a very short period there seemed to be an effort to park one adjacent to their property but that has stopped. A different neighbour, on receipt of the letter contacted the office, apologised and no longer leaves their car there overnight. The padlock number was changed but has been compromised again. It was **AGREED** it should be changed again and hirers informed. The matter, and further actions were discussed including getting advice from the police and solicitors. It was **AGREED** that the Clerks' Office should investigate further actions.

16. Finance (ongoing) (JC)

a. RFO report

i) To discuss the latest RFO finance report (ongoing)

The report was circulated and noted by the committee.

ii) To review current budgets (ongoing)

The current budgets were circulated and noted by the committee

iii) To ratify the ROUND ROBIN decision on the gas and electricity contract for the next 3 years.

The following ROUND ROBIN was ratified:

7 June 2021 – for Unicom to be the gas and electricity provider for the next 3 years **AGREED** (VG, CH, TO, SL).

b. Funding

i) To receive information on spends on current funds and to agree as relevant

The information on spends had been circulated in the RFO finance report and noted by the committee. The spending on essential repairs to the play equipment (also Item 15b (ii)) was **AGREED**. Clerks' Office to action.

ii) To discuss options for the play areas including FCC funding and S106 monies and make any necessary decisions

Following the decision to proceed with the fence repair, the committee still has options available regarding using the S106 money for replacement or refurbishment of play equipment. NB and JC had investigated a potential grant opportunity from FCC (community funding from landfill income) but this requires 10.65% of any bid to be provided by a third party funder. FCC had confirmed that S106 money could not be used as the third party funding. Following discussion with the RoSPA course instructor and Playfix at a recent visit to assess repairs, both suggested that the junior MPU is a traditional, robust piece of equipment with much life left in it, and that consideration should be given to what is missing from the small playground and providing something like a toddler MPU. It was **AGREED** that following this advice, the S106 money should be put on the agenda of the next meeting to consider all options for the amount available. It was **AGREED** that the platform repairs to the MPU should proceed and it was **AGREED** that the Clerks' Office should carry out more research to report back to the committee in September with options for toddler equipment. Clerks' Office to action.

17. Community Hub (ongoing)

To discuss any matters pertaining to this project (VG)

It was **AGREED** to move his item to the next agenda. Clerks' Office to action.

18. Other Items (discussion only)

None.

19. Date of Next Meeting – 11 October 2021

The meeting was closed at 9.45pm.

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

Signed

Dated.....