



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 02 September 2024 at 7.30pm  
Held at the Loose Parish Pavilion, King George V Playing Field.**

**Councillors taking part:** Vianne Gibbons (Chair) (VG), Tony Oliver (Vice-Chair) (TO), Neil Lettington (NL), Velma Bennett (VB) and Sarah Leeson (SL).

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

There were no members of the public involved in the meeting. The meeting started at 7.55pm due to the Planning meeting over-running.

**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**

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 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 of the PCH Committee meeting held on the 3 June 2024 (Pages 383-387)**

After clarification regarding two items, the minutes of the meeting on 3 June 2024 (Pages 383-387) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.

A discussion took place regarding the recording of minutes and actions arising. NB explained the action list system used by the Clerks and the Committee requested these be shared with them prior to each meeting so they could receive feedback on progress made and items completed or ongoing. Action: NB.

**6. To receive questions, comments from the public (to include communications received by the Clerks' Office or other committees)**

**i) CCTV camera in Walnut Tree Avenue**

Following a car break-in and other anti-social behavior in the Walnut Tree pub car park, the landlady would like to install a CCTV camera on the streetlamp column owned by Loose Parish Council (LPC). She will cover cost, installation and maintenance and the camera is solar-powered. The Committee unanimously **AGREED** to the proposal. Action: NB.

**ii) Request for an external defibrillator at the Pavilion with 24/7 access**

Regular hirers have asked the Committee to consider installing a defibrillator on the external wall of the Pavilion. One user group is willing to fundraise towards costs. There are two defibrillators at the primary school, but both are only available in school hours and the Pavilion is hired most evenings and

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at weekends. There is a defibrillator at the village green, but with time being so important and the high number of users of the park and Pavilion, it would be preferable to have one quickly available onsite. NB shared options, costs and funding schemes. After discussion the Committee **AGREED** that the Office should apply through the match-funded Department of Health and Social Care grant scheme, but if unsuccessful, proceed with the option put forward by the Maidstone Lions. Action: NB.

iii) **Den at the back of King George V Recreation Ground (KGV)**

Residents alerted the Office to a den built behind trees at the back of KGV. After closer inspection and monitoring, it is the work of some young children. The Office has spoken with the adjacent neighbour and sought the advice of Maidstone Borough Council (MBC) who have agreed to clear it after the school holidays, on 5 September 2024 at a much subsidised cost. This has been agreed by the Clerk under delegated powers.

iv) **Music Licence**

It has come to light that regulations now require a building to hold a licence for music to be played or performed at the venue, whereas previously the specific music user obtained the licence (e.g. a fitness instructor or choir leader). The Office is currently investigating the licensing procedure and cost, and consulting with other Parish Councils and venues. Action: NB to bring figures to the budget meeting.

v) **Sanitary bins**

The Office has been approached by hygiene contractors regarding a sanitary bin contract for the Pavilion. After discussion the Committee **AGREED** to install a bin in each main toilet with monthly collection. Action: NB to seek quotes and to bring to the budget meeting.

vi) **Dog Mess**

A Pavilion user contacted the Clerk regarding dog mess on the grass outside the Pavilion. NB explained that there have been some issues with the thoroughness of morning inspections and that on the date in question, NB and AB had also noted mess when in the park late morning. They cleared fox mess from the patio and grassed area, along with litter. The Caretaker has been reminded to ensure checks are completed every morning without fail. Although there are unfortunately always some incidences of dog mess not being picked up, staff do not believe this is a significant regular problem, and the situation is much improved in recent times. The regular monitoring is ongoing as part of health and safety checks, and as with all issues, further action will be taken as necessary. They are grateful to the Pavilion user for raising the profile of the issue on the local community social media on this occasion.

## **7. Pavilion Building – to discuss items below and make any necessary decisions**

### **a. Maintenance**

i) **Update on completed maintenance**

Since the last meeting the following maintenance has been completed:

- The upholstery on all of the blue chairs has been cleaned
- The store cupboard has been completely re-arranged to accommodate a new hirer and existing hirers have reduced and tidied their property

ii) **Update on outstanding matters**

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

- Painting the walls of the second Pavilion toilet
- Painting the walls of the Pavilion entrance hall
- Sanding and painting the low level fascias on the exterior of the building
- Re-fixing the bike rack to the wall
- Painting the King George V Recreation Ground (KGV) gates

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Replacement window roller shutter – one shutter has broken beyond repair and been removed. Quotes are being sought for a replacement. The Committee **AGREED** this should be prioritised as it is a security issue and quotes circulated for agreement by **Round Robin**. Action: NB ASAP.

Solar Panels update – an application to the shared purchase scheme was made and a quote received (£6500+) but with a short deadline for acceptance (by 26 June). There was no site visit as expected. The quote has now expired but the application process has re-opened. The Committee **AGREED** to leave the matter for the time being.

### **b. Risk (H&S)**

#### **i) Legionella Testing**

The water sample has been taken and sent for the annual testing and the result should be imminent.

#### **ii) Gas boiler and water tank service**

The annual, gas boiler and water tank service is booked for Tuesday 3 September.

#### **iii) Fire Appliance Inspection**

The annual fire appliance inspection is booked for Thursday 5 September.

NL raised a query regarding the Fire Risk Assessment and pavilion building review that had been agreed at the previous meeting. The Office had contacted the suggested individual as requested, but had not received a response. They still have the open offer from Kent Fire and Rescue Services to complete the review and a site visit. Action: NB to try to progress with either contact. NL raised concern that the Pavilion fire protection systems were not to current standard and might put the insurance at risk. The Committee **AGREED** that the matter should be put on the agenda of the next LPC meeting on 16 September. Action: NB.

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

#### **i) Outstanding hire fees update**

Despite communication between NL and the hirer with outstanding fees, no money or keys have been received and items belonging to them remain in the garage. The Committee **AGREED** that the Office should formally write to the former hirer and copy to the Chair of the football club. Action: NB ASAP.

#### **ii) Update on regular hirers and availability**

The most recent new hirers (a weekly fitness session and a fortnightly sound therapy session) have established themselves well. The NHS pulmonary rehabilitation team started their twice weekly sessions on 20 August hiring for 8.5 hours/week.

The office is still negotiating with local football teams for Sunday morning pitch hire as key people have been away through the summer. Options were discussed, as was the impact on revenue if the field was booked for junior matches rather than senior. The Committee **AGREED** that NB should continue discussions and circulate details for decision by **Round Robin**. Action: NB.

### **9. Community Hub**

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

The original conditions set by Sport England for the National Lottery funding have not been found in the electronic archives so NB was asked to check the files in the loft. Action: NB. After discussion the Committee **AGREED** that to progress this matter a specific meeting should be convened once the files have been located. Action: NB.

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

#### **i) To receive information on the quarterly risk inspection report 2 July 2024**

Despite the concerns raised last meeting, the Office did not need to arrange the agreed emergency inspection because communication was re-established with the current play inspection company. An

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inspection took place on 2 July and NB and AB met with the inspector onsite to discuss matters going forward. The report had been pre-circulated. The company will complete the remaining inspections that have been pre-paid.

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

There are no new or major issues arising with the equipment. The office will proceed with advised minor repairs (eg replacement of links that are showing wear). NB highlighted the condition of the cradle seats in the younger children's play area and after discussion the Committee **AGREED** to purchase two new seats at £102 each from the maintenance budget. Action: NB

The two new benches and a picnic bench have been installed into the younger play area. The intention to seek companies to quote for the wet pour shrinkage repairs and review a potential replacement for the youth area seesaw, as previously agreed (PCH Meeting 26 February 2024 Agenda Item 10ii) has had to be delayed due to the unpredicted cancellation and re-scheduling of the fete taking up Clerk time. This will be picked up after the fete. Action: NB/AB

iii) **Future play equipment inspections**

After discussion it was **AGREED** that the Office should seek quotes for 3 quarterly and one annual inspection from range of companies, and bring the quotes to the next meeting for agreement. Action: NB by 11 November 2024.

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

i) **Signage**

The black noticeboard has been removed and arrangements are being made for a new entrance sign from the maintenance budget. As the empty space is significantly lighter than the rest of the wall, VG suggested Cllr Andrew should be consulted regarding any treatment to ragstone. Action: NB.

Following concerns from Walnut Tree Lane residents regarding cars exiting the gates without looking left, temporary signage was erected, the vegetation around the pillar was trimmed and the worn lines on the road were repainted by Walnut Tree Lane Ltd. After discussion the Committee **AGREED** that in the interests of community safety, permanent signs could be purchased and the "STOP" writing on the car park surface be re-painted using the maintenance budget. Action: NB.

NL asked whether issues were still ongoing with the car park, related to use by those linked to swimming activities or school use. These had diminished during the school holiday but after discussion the Committee **AGREED** that monitoring should continue, and contact be made with the school requesting their support at the start of the new school year. Action: NB ASAP.

**12. Finance (KO)**

a. **RFO report**

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

The financial reports had been pre-circulated and the RFO confirmed the following:

1. There is still £370.00 outstanding for MBC hire of the pavilion for the July elections. The RFO has chased and this should be paid shortly.
2. The Council has received a large water bill of £770.68 which has been paid by direct debit and included in the accounts. The RFO has queried the charge with Business Stream. There was a meter reading carried out in May 2024 and the previous meter reading was 11 August 2021, so all bills from this date have been under-estimated. Business Stream apologised for the lack of meter readings (there should be at least two per year) and going forward the office will submit meter readings on a monthly basis to ensure that we are paying the correct amount in a timely manner. Action: NB

The Committee discussed the pre-circulated documents but once again stated they would like these to be provided in a format they would find easier to understand. Action: NB/KO to discuss how this might

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be done. The RFO had also shared the updated document showing income and expenditure related specifically to the Pavilion. SL highlighted that this still contained play area costs. After discussion, the Committee **AGREED** they would like further revision removing the play area costings as they sought figures to reflect only the Pavilion costs. Action: NB/KO by next meeting 11 Nov 2024.

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

The Management Plan was shared, having been updated after the last meeting, and was noted. SL requested that for clarity, the name of the former Councillor (Susan Luckhurst) should replace where her initials were written. Action: NB

**13. Reviews**

**a. To review Pavilion and Playing Field Hire fees**

The tariff for Pavilion and Playing Field hire had been pre-circulated. The fees have not increased since 2019. After discussion, the Committee **AGREED** that the review of the fees would take place at the budget meeting once the Pavilion budget had been clarified and new costs could be taken into account (e.g. music licence and water rates). Action: NB to add to 11 November PCH agenda.

**b. To review the CCTV contract**

Details of the current CCTV contract were provided. The Committee reviewed and **AGREED** the continuation of the contract with the current provider. Action: NB.

**c. To review the industrial bin contract**

Details of the current Industrial bin contract were provided. The Committee reviewed and **AGREED** the continuation of the contract with the current provider. Action: NB.

**14. To ratify any ROUND ROBINS used since 3 June 2024**

None.

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

The Office continues to add the agreed additional hirer information to the website calendar, as new hirers join. Action: NB/AB.

**16. Community Events – The 2024 Fete and Fun Dog Show**

**To receive an update on the organisation of the 2024 Fete and to make any necessary decisions**

NB reported that the following have been completed (as at Monday 2 September 2024):

- Posters/paperwork changed and distributed
- Wards publicity boards – 48 boards back up
- Police cadet volunteers confirmed again and jobs being allocated
- South Park WI confirmed running refreshments in the Pavilion
- Walnut Tree confirmed running the bar
- 50+ stallholders booked – some transferred to new date, some new ones – all been briefed
- Refunds given to all those booked in to June fete who are unable to attend in September
- Additional activities and food outlets sourced in the absence of the funfair
- MBC Safety Advisory Group application changed and re-submitted
- TENS licence obtained for the new date
- Maidstone Borough Council Linton and Loose Ward Councillors invited to open the fete – Councillor Brian Clark attending

**Current work in progress**

- Finalising new detailed site plan ready for marking out the pitches the day before
- Volunteers being confirmed and jobs allocated

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- Additional social media coverage, increasing as the event nears
- Information on stalls, activities etc being collated for P Rigby to put on fete website
- Raffle prize lists being finalised for posters
- Helpers being recruited

Following cancellation of the June event, the Office intends to amend the paperwork for the 2025 event to include a clear cancellation clause on the stallholder booking form.

VB gave her apologies that she could not attend the fete. SL, TO, NL and VG confirmed offered their help and preferred roles were discussed.

**17. Other Items (discussion only)**

None.

**18. Date of Next Meeting – 11 November 2024 (Budget meeting)**

The meeting was closed at 9.45pm.

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

Signed .....

Dated.....

