



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 26 September 2022 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 27 June 2022 (Pages 342-347)

The minutes of the meeting on 27 June 2022 (Pages 342-347) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.

6. To receive questions, comments from the public and communications received by the Clerks' Office or other committees

A resident emailed to inform the office that the Pavilion exterior security light was not turning off, day or night. After investigation it has been re-set and seems to be functioning correctly again. It will be double-checked at the October annual inspection. The office thanked the resident for making them aware.

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

The Deputy Clerk gave an update on the Caretaker's work since the last meeting. He has painted the garage doors and frames, fixed a toilet leak, assisted the Deputy Clerk with collecting the water samples for legionella testing and trimmed back some tree branches that were obscuring the CCTV camera. The Caretaker and Deputy Clerk carried out the installation of the Pavilion noticeboard, the bike rack and finished the ground with weed membrane and bark.

Once filled by SL and CH, he monitored and watered the new planters throughout the summer. There has continued to be a steady stream of Pavilion hires to open and close for. He also attended the pig bench in Brooks field to help the Deputy Clerk clear particularly large amounts of rubbish that had been left after a

weekend. The Caretaker has offered to paint the hall, rather than get a contractor in. This was discussed in Item 8 (iv).

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

a. Maintenance

- i) **Boiler service and necessary repairs**
Following the service of the boiler, a replacement expansion tank was required. This maintenance work is now complete.
- ii) **Front of Pavilion works update – planters/noticeboard/cycle rack**
Since the last meeting, the noticeboard has been installed and is now in use, advertising activities in the Pavilion. The cycle rack has been fitted and weed membrane and bark put down. The Committee commented positively on the work and **AGREED** to the proposed finishing touches of paving slabs up to the noticeboard and a bark top up. Action: Clerks' Office to arrange work. SL and CH will replant the planters when they finally die off. It was noted that a local neighbour has been watering them, as well as the caretaker.
- iii) **Toilet lighting**
Quotes to install motion sensor lights had been pre-circulated, along with the reasoning for not changing the lights in the changing rooms. The Committee **AGREED** to just change the lights in the toilet and **AGREED** a contractor from the quotes. Action: Deputy Clerk to advise contractor and arrange access.
- iv) **Painting of the main hall**
As explained last meeting, obtaining quotes for the re-decoration of the main hall proved much harder than expected. After approaching numerous decorators, only 3 visited, and 2 followed up with estimates (both in excess of £1000). In the meantime, the Caretaker, has suggested he would be happy to do the decorating. The advantage would be that he could work around hirers, completing it in sections, avoiding complete closure. The committee discussed that the work could be monitored as each section progressed, to ensure it was satisfactory. In light of the more urgent need to find the funds to replace the car park barriers as a risk item, this would be a considerable cost saving. The Committee **AGREED** to the Caretaker's proposal. The Committee **AGREED** to keep the walls white. Action: Deputy Clerk to advise caretaker to proceed.
- v) **Main hall noticeboards**
It was previously agreed that the 3 middle noticeboards should be removed as one was looking very tatty. This one has been improved and the Deputy Clerk suggested they remain in place at least until the decorating occurs, as they are neat and colourful. The Rainbows are currently preparing a new display for the other board. The Committee **AGREED** the boards should remain and that one board should publicise the Community Coffee morning with photos, and other Pavilion users should be offered board space if they would like to put up appropriate displays. Action: Communication and Media Clerk to arrange a Community Coffee morning display. Deputy Clerk to advise hirers of availability of display space.

b. Risk (H&S)

- i) **Fire Risk Assessment**
The next Fire Risk Assessment is due towards the end of October. It was **AGREED** that SL would complete the task with the Deputy Clerk. Action: Deputy Clerk and SL to arrange a date before 29 October.
- ii) **CCTV range**
The new camera has been installed to view the full field and the existing cameras at the rear of the building have been re-directed, so that one now covers the back of the building. The CCTV company need to make an adjustment to the computer system, then all will be fully functioning. Action: Deputy Clerk or Caretaker to arrange access.
- iii) **Legionella Testing**
The water sample was taken on 21 September and collected by courier. The results are due within 2 weeks.

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

a. Regular and ad hoc hirers

i) Outstanding hire fees update

Following the Round Robin agreement, the former hirer with outstanding fees has paid their agreed monthly amount in August and September. They have not yet returned the keys, and their equipment remains in the store. The Clerk continues to chase this up.

ii) Hire fees for the next fiscal year for regular and ad hoc hirers, including key deposits, the field and specific events

The Deputy Clerk circulated the current tariffs. It was noted that support for non-domestic energy accounts has very recently been announced and the office is to look into this. It is believed that it will be automatically applied. After discussion, the Committee **AGREED** that it would not raise the hire fees and requested a statement on the tariff sheet saying that rates are being held at 2019 levels to support the community. Action: Deputy Clerk to update Tariffs sheet and Communications and Media Clerk to add to website.

iii) Revised Standards and Conditions of Hire document and appendices

The Deputy Clerk shared the work in progress and explained that updating the Standards of Condition of Hire (inc Open Spaces) has taken longer than expected. This is because the office wants to ensure it is visually clearer, and also interactive, so hirers can complete it and return it more easily online. SL asked whether it was possible to reduce the document from 13 pages and make the terms and conditions section available separately online, if possible, keeping the form more straightforward. The office will look into this and once complete, will continue, as previously **AGREED**, to circulate the updated document for review and agreement by Round Robin. Action: Clerks' Office.

10. Reviews

a. To review the CCTV contract

The CCTV contract had been pre-circulated to the Committee. After discussion, it was **AGREED** to remain with the current contractor. Action: Deputy Clerk to update contract records.

b. To review the industrial bin contract

The industrial bin contract had been pre-circulated to the Committee. After discussion, it was **AGREED** to remain with the current service provider. Action: Deputy Clerk to update contract records.

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

a. Risk reports

i) To receive information on the quarterly risk inspection report 30 August 2022

The quarterly risk inspection took place on 30 August 2022 but the report has not been received, due to an issue with the company's software. They are trying to rectify this and if they are unable to, they will re-inspect and report.

b. To review maintenance and consider the following:

i) Feedback on the youth shelter

As requested, thoughts on different options for the youth shelter were considered. The Police were consulted and PC Paul Hughes (Community Safety Unit / ASB responsibilities) suggested it was not removed totally, but kept to prevent the groups moving and congregating elsewhere e.g. to the young children's play area. He offered to look into any grants or funding opportunities that LPC could access to repair, refresh or replace it, but nothing has been received by the office so far. It was noted that there were no further Anti-Social Behaviour issues over the summer holidays. The Committee **AGREED** that the office should not research a new shelter at this stage, but continue to seek funding opportunities for the repair. Action: Clerks' office.

ii) Play and exercise equipment repairs

The repairs agreed after the previous inspection have been completed. There was an issue with the 5 seat rotator making a noise in the summer, and the office asked for it to be checked at the last inspection. We still await those findings, but there is no longer any noise and it might have been friction from expansion in this summer's extreme heat. The trampoline does have some damage but

currently remains low risk, so is still accessible. The committee **AGREED** that the cost to replace the trampoline (in excess of £3000) was not viable, so the cost to remove it and fill in the area should be investigated, ready for the budget meeting. Action: Clerks' office.

The Committee also **AGREED** that options for the toddler Multi-Play Unit (planned to be funded by S106 monies) should be revisited and examples and costings sought. Action: Clerks' office.

iii) **Exterior signage**

The re-designed exterior signage has finally been installed on the Pavilion wall, KGV gate, younger and older children's play areas, the fitness area and basketball court. There are also 6 notices in the car park and 2 across the field clearly stating the gates close at 6pm. The committee **AGREED** that the old sign, within the younger children's play area hedge, should be taken down. Action: Caretaker

iv) **Additional bench seating in younger children's play area**

At the LPC Environment walkabout, CH and NB discussed the seating available in the KGV. It was suggested that additional benches in the space near the MPU would be a welcome addition to the young children's play area. Accompanying adults used to sit on the old wooden fence and there are now only 2 benches. After discussion the Committee **AGREED** that options and costings should be researched and brought to the budget meeting. Action: Deputy Clerk

c. **Car Park matters**

i) **Tree roots trip hazard**

As requested at the last meeting, the Deputy Clerk sought guidance from experts regarding the potential trip hazard in the car park. She relayed the consistent advice received, that the crown of the tree should be significantly reduced to bring it away from the building and to prevent further root growth. One consultee also advised options for the groundworks. After discussion, the Committee **AGREED** that this was a risk item and requested that the office obtains estimates for the necessary work and circulate for **Round Robin** agreement. They **AGREED** that the RFO should review available funding, after the recent allocation of some items on the finance report to the replacement barrier project. Action: RFO

ii) **Car park barriers**

Following the recent Round Robin, the chosen contractor has been instructed to proceed with the replacement of the barriers and we await confirmation of dates. The Caretaker will remove the old barriers, prior to work starting.

12. Finance (KO)

a. **RFO report**

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

The PCH receipts and payments information, and earmarked reserves document had been pre-circulated to the Committee. Both were noted. It was **AGREED** that, as per Agenda Item 11c (ii), the RFO should be consulted to advise of potential funding sources for the risk item. As with the car park barriers, the issue overlaps both PCH and ENV responsibilities. Action: RFO

Attention was drawn to the recent notification that the Inspection Services business would be closing on 2 December and all contracts would cease. LPC had a rolling contract to inspect the Pavilion fire appliances and they were last inspected on 7 July 2022. Action: Clerks' Office to research an alternative inspection service provider.

13. To ratify any ROUND ROBINS used since 27 June 2022

The following ROUND ROBIN was ratified:

For Item 12 at the PCH meeting held on 27 June 2022, a Round Robin was sent on 6 July 2022: To circulate hirer response to payment issue for next decision. Monthly repayment was **AGREED** (TO, SL, EL).

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

The Communications and Media Clerk has made progress populating the website calendar with the regular hirer bookings and will continue to do so. Action: Communications and Media Clerk.

From Agenda Item 9b (ii), the updated tariff document should be added to the website. Action: Communications and Media Clerk.

15. Community Events Group

To receive an update from the meeting on 26 September 2022 and make any necessary decisions

The Community Events Group had met immediately prior to this meeting so no minutes were available. The Deputy Clerk summarised the main points raised:

- Income (after expenditure) was £1595.71.
- The event was considered successful by those involved, drawing a healthy attendance, especially having been absent for 2 years.
- Positive feedback had been received on a number of areas, particularly the dog show and the bar.
- Having external medical services was considered valuable.
- EL and VG suggested improvements to the raffle, with an earlier and wider approach to potential prize providers, and selling at £1 a ticket to prevent having to write information multiple times.
- The dog show organiser is willing to run the event next year with her team, but wishes to shorten the interval to keep momentum going and replace some of the more complicated classes that had less entries (e.g. best fancy dress) to maximise income.
- Other improvements will focus on the planning, preparation and administration processes. The Clerks' Office wish to reduce the hours they spent on fete matters by using some of their current administrative ways of working and by creating a calendar action list. They want to ensure more task completion behind the scenes by volunteers, with more communication by email, so that meetings can be short, simply to check current progress and next actions. Many tasks can be completed much earlier in the year, rather than so much at last minute. Action: Clerks' office.

16. Community Hub

To continue discussions on the project and revised plans (TO)

TO shared revised plans for the Community Hub showing a separate referee changing area and reduced store space. It had direct access from outside into the changing rooms from external doors. Although likely to be permitted development, as it is within the existing footprint, VG explained that plans would still need to be submitted to MBC. Permission would also need to be gained from Sport England as they had provided the initial funding via the National Lottery. After discussion it was **AGREED** that the referee changing area was generously sized and should be reduced, returning some extra space to the store. Action: TO to redraft plans, then start working on the specification, then costings. Fundraising and community funding sources would then need to be explored by the committee. Action: PCH Committee members.

SL queried whether the project would include sustainable aspects like LED lighting, solar panels and rainwater collection. The committee **AGREED** that an eco-review could take place separately to the project, on the existing building, and could be raised as a future agenda item. In the meantime, the advice of MBC, Fields in Trust, ACRE and other relevant bodies could be sought. Action: Clerks Office and PCH Committee members.

17. Other Items (discussion only)

Mobile fish and chip van update – in August, the Deputy Clerk contacted them for an update. The owner advised that they were told they would have a better chance of obtaining a licence, if they applied after the summer holiday. The Deputy Clerk has contacted since the school term started, but the owner is on leave.

Map of the parish in the pavilion – The Deputy Clerk has contacted MBC Planning Technical Services for a new version of the aerial map and is investigating a supplier provided by SL for a street map.

18. Date of Next Meeting – 28 November 2022

The committee were reminded that this will be the budget meeting.

The meeting was closed at 8.45 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....