



LOOSE PARISH COUNCIL

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DRAFT MINUTES OF THE LOOSE PARISH COUNCIL (LPC)

PAVILION & COMMUNITY HUB COMMITTEE

Meeting held at the Pavilion at 7.30pm on MONDAY 24TH JUNE 2019

PRESENT: Councillors: Vianne Gibbons (VG) (Chair); Susan Luckhurst (SL); Tony Oliver (TO); Tom Oliver (TomO), Malcolm Summers (MS); **Deputy Clerk:** Liz McLaren (LM) took the minutes.

Also in attendance: John Hawker (JH) (LPC Caretaker)

There were no members of the public in attendance

Housekeeping items as outlined on the agenda were pointed out by the Committee Chairman and noted by members prior to the meeting.

1. To elect a Chairman to the committee for the forthcoming year.-

It was proposed, seconded and **AGREED** by the Committee that Cllr Vianne Gibbons would serve as Chairman to the Community Hub Committee for the forthcoming year.

2. To elect a Vice Chairman to the committee for the forthcoming year

It was proposed, seconded and **AGREED** by the Committee that Cllr Susan Luckhurst would serve as Vice Chairman to the Community Hub Committee for the forthcoming year.

3. To receive and record any apologies for absence. None received. However, it was noted that Cllr Peter Rigby had stepped down and Cllrs Tom Oliver and Malcolm Summers had joined this Committee.

4. Decision regarding any item to be taken as confidential. Pursuant to section 1(2) of the Public Bodies (admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the room for this item. 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 21st Jan 13) - None received

6. To receive any signed dispensation requests for any item on this agenda, and for 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 17th July 17 - none received

7. To sign as a correct record the minutes of the PCH Committee meeting held on Monday 4th March 2019
The minutes of the PCH Committee meeting on 4th March 2019 were duly agreed and signed by the Chairman.

8. Questions/comments from the public (3 mins per person) and communications received by the Clerks office or other Committees

- a) **To receive a report from the local dog walkers' group (ongoing).** LM had received a report and this was read out at the meeting. The 3 dog walkers continue to pick up in the field whenever they can and new dog owners seem to be responsible too. LM was asked to write and thank the dog walkers for their invaluable help. **LM ACTION**

9. Caretaker (ongoing)

- a) **To receive the Caretakers report.** It was advised that dog mess on the field is decreasing. A lone fox is ripping open rubbish bags and leaving mess to be cleared each morning. An emergency call was made to the gas board on Friday 21st June. The electrician will be replacing a socket and looking at light fitting in the hall on Tues 26th June. LM to liaise with Caretaker re purchase of new mop. **LM ACTION.**

10. To discuss, amend and approve the PCH Terms of Reference - the Terms of Reference were approved. LM advised that the font and layout would be standardised and this was duly **AGREED** by the Committee. **KO ACTION**

11. Pavilion/Building - to discuss any items under relevant headings below (ongoing)

a) Maintenance -

- i. Hall: broken light/end cap/broken socket were reported. Electrician due to action works.
- ii. Changing Rooms: Steam cleaning required. After discussion it was **AGREED** that LM should seek quotes for steam cleaning of the showers. A **ROUND ROBIN** agreement was put in place to agree quotes and engage contractors. **LM ACTION**

- b) **Risk (H&S)** – As per Caretaker's report, LM advised that a regular hirer had reported a gas leak. The Gas Board had been called out and accordingly a pipe to the boiler was duly replaced.

12. To discuss the loss of pavilion equipment following the cancellation of a regular hire contract – after discussion it was **AGREED** that LM should draft and send out a letter for Cllrs approval within 7 days. Once approved send to KCC and copy in Cllr Stockell. LM to bring this item forward to next meeting agenda. **LM ACTION.**

13. Policy/Procedures reviews – to discuss and agree any changes to the following documents

- i. **To agree the final copy of the Terms of Reference for the PCH Committee** - discussed under item 10 above.
- ii. **To review and agree the Booking Policy and procedures for handling bookings** - these were duly **AGREED**. LM to bring forward information on e-commerce systems to Sept meeting. SL to investigate possibilities; LM to speak to KALC and other Councils. LM to send new booking procedures to MS. **SL/LM ACTION**
- iii. **To review and agree the Occupancy Policy** - This was duly **AGREED**
- iv. **To review and agree the Standards and Conditions of hire for Open Spaces** – After discussion this was **AGREED** pending the addition of Conditions of Parking. **LM ACTION.**
- v. **To review and agree the Keyholders list** – This was **AGREED** pending a full set of keys for MS. **LM ACTION**
- vi. **To agree the updates to the Pavilion Fire Risk documents** – After discussion the following points were **AGREED**:
 - 1. LM to arrange a full fire risk check of the Pavilion with the Fire Brigade
 - 2. LM to arrange for the purchase of a Fire Procedures book
 - 3. LM to arrange the purchase COSHH stickers/PPE stickers, gloves, goggles
 - 4. Update on 1st aid box. LM to check box. Add to list for annual check. Replenish supplies if necessary. Hirers must advise if any supplies are used – LM to advise hirers
 - 5. LM to purchase 6 socket covers to replace those currently missing.
 - 6. LM to enter data on Fire Extinguisher contract
 - 7. TomO to re-design current fire plans and Appx. A. LM to purchase 6 x A4 red frames**LM/TO ACTION**
- vii. **To review the inspection services contract for fire extinguishers** – duly reviewed.

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

a) Regular and Ad Hoc hirers

- **To discuss a request for the hire of the field and pavilion for a charity event. To discuss the hiring fees and security deposits for such events.** A discussion was held and the following points noted and **AGREED**:
 - Due to the expected number of attendees, the hirers must complete the MBC forms and return to LPC. The Committee will then meet and decide on whether the event can proceed.
 - The hirers should be made aware that the field is open to members of the public and that they cannot have exclusive hire. All litter must be cleared after the event and taken home with them.
 - The hirers must produce a copy of their PLI for the event.
 - Hire fees/sec dep will remain the same as currently published.

LM to advise hirers and to report back – **LM ACTION**

- **To receive notification of new/potential hirers** – LM advised of a new regular hirer on Friday mornings – music and movement for adults with learning difficulties. Enquiries had also been received from a crafting group. After discussion it was **AGREED** that LM should advise the crafters that the hall is available to hire but with conditions attached. – **LM ACTION**
- **To receive an update on the state of the field (dog faeces) following previous complaints from hirers (LM) and the possibility of setting up a Dog Watch (SL)** – nothing further to comment on this at the moment from either LM/SL.

b) Website and media

- i. **To receive a report from the Media & Communications Clerk** - After discussion it was **AGREED** that the internal board by the kitchen should be split to reflect “What’s on at the Pavilion” and a Community Noticeboard. The external board by the gates should only be used for the Bye Laws, no drones/golf notices and Community Coffee Morning dates. LOOSE PARISH COUNCIL should be added as a board header. **Comms & Media Clerk/LM ACTION**

c) Advertising and promotion – nothing to report

d) Risk (H&S) – nothing to report

15. Play Areas/Car Park - to discuss any items under the relevant headings below (ongoing)

a) Play equipment

- **To be advised of urgent repairs to the Titan unit – harness** – LM advised repairs completed

b) Maintenance

- i. **To discuss the remarking of the STOP sign and disabled bays. This follows a request following an accident from a vehicle exiting the car park.** LM advised that this was already on the project management sheet for consideration in next year’s budget. After discussion it was **AGREED** that LPC opens the car park in order to help ease traffic congestion at school times. Accordingly any driver using the car park does so at their own risk. LPC requests that any driver uses due care and attention when exiting the car park. There is a clear STOP sign by the gate to warn drivers. LM to advise the school and C&MC to add to Community Alert. **LM/Comms & Media Clerk action.**

c) Risk (H&S)

- i. **To discuss the latest Play Area Operation report from Safeplay. To decide on any repairs needing action.** After discussion it was **AGREED** that the following repairs needed actioning:
 - 1. **Unfenced area:**
 - a. Rotator unit: replacement of worn links
 - 2. **Fenced area:**
 - a. Refurbishment of bench
 - b. Spring Rocker bike: tightening up of base plate to unit
 - c. Toddler MPU: replacement platform

LM to obtain quotes to ensure value for money and proceed with repairs. **LM ACTION**

16. Community Hub (ongoing)

- a) **To plan the next steps in the building of the Community Hub** - An update was given to MS on current plans. A decision on a consultation date will be made once TO has finalized the presentation and visuals.

Advice to be taken from Highways consultant (local resident). To be added to next PCH agenda for input, agreement and decision. **TO/LM ACTION**

b) To discuss finance and funding for the Community Hub – nothing further at the moment.

17. Events Working Group (ongoing)

- a) To approve the minutes of the Event working party meeting held on 21st March 2019** - Duly noted that the EWG produces notes and not minutes. Notes of meeting on 21st March 19 approved.
- b) To receive updates on the Fete 2019** – A report had been given out prior to the meeting with updates on the fete. Following a discussion it was **AGREED** that any funding from our MBC Ward Councillor should be used to purchase a gazebo.

18. Finance (ongoing)

a) RFO report

- i. **To discuss the latest RFO finance report (ongoing)**- The report was reviewed and no further comments.
- ii. **To review the reports for items of expenditure at the Pavilion and on play equipment (ongoing)**
These were reviewed and no further comments.

b) Funding

- **To receive any updates on or /opportunities for funding (ongoing)**

LM advised on items to be purchased from funding agreements. After discussion the following points were **AGREED**:

- LM to purchase CCM items – hot beverage jug; leaflet holders. **LM ACTION**
- SL to source 2 x kettles, cutlery, litter bin, chopping board, blue noticeboard and more crockery. LM to email SL with budgets for these items. **SL/LM ACTION**

c) Ratification- payments made/financial Round Robins as agreed – The Round Robin decision on change of waste disposal contractor was duly ratified.

d) Quotes - none

e) Purchase of final kitchen items from remaining funding and to decide on disposal of old equipment (inc. microwave) – After discussion it was **AGREED** to ask the Caretaker to dispose of the old microwave. **LM ACTION**

19. Info only - nothing further to report

The meeting closed at 9.45pm

Date of next meeting: 30th September 2019

Signed:.....
(Chairman)

Date:.....