



LOOSE PARISH COUNCIL

CLERK: Kim Owen

Holly Glade Pembroke Road Coxheath Maidstone ME17 4QJ

Tel: 07855 000156 (Mon-Fri 9.00am-5.00pm)

website: www.loosepc.kentparishes.gov.uk

e-mail: office@loose-pc.gov.uk

MINUTES OF THE LOOSE PARISH COUNCIL (LPC)

PAVILION & COMMUNITY HUB COMMITTEE

Meeting held at the Pavilion at 7.30pm on Monday 30th September 2019

PRESENT: Councillors: Vianne Gibbons (VG Chairman); Tony Oliver (TO); Tom Oliver (TomO); Lewis Muir (LouM); Charlie Hollister (CH), John Hawker (JH)

Also in attendance: Liz McLaren (LM)(minutes), John Hawker (JH) (Caretaker),

There was no member 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 receive and record any apologies for absence**
Susan Luckhurst (SL Vice Chairman) and Malcolm Summers (MS), gave apologies for absence and these were duly accepted
2. **Decision regarding any item to be taken as confidential** - none received
3. **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
4. **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 2017.**
None received
5. **To sign as a correct record, the minutes of the meeting held on 24th June 2019**
The minutes of the meeting held on 24th June 2019 (pages 294-297) were duly accepted and signed by the Chairman.
 - **to approve the minutes of the Event working party meeting held on 8th July 2019, 19th August 2019 and 9th September** - duly noted and approved
6. **Questions/comments from the public (3 mins per person) and communications received by the Clerk's office or other Committees**
 - a) **To receive a report from the local dog walkers' group (ongoing)** none received
7. **To receive a request from Loose Primary School** - LM advised that following a request from Loose Primary School to use the KGV facilities, she had met with the Deputy Teacher. After discussion it was

AGREED that visits to the field would be acceptable provided that the following criteria were completed:

- a) Only one class to visit at a time – more than one class constitutes an event and MBC regulations will apply
- b) Date and time of visit to be advised to LPC in writing along with the following information:
 - The number of children and supervising adults
 - A copy of the lesson plan
 - A copy of their PLI
 - A copy of their risk assessment.

8. Caretaker (ongoing)

- a) **To receive the Caretakers report** – JH advised that new smoke alarm had been fitted and the light fitting had been replaced. A new CO2 alarm may be needed next year. The key to the new litter bin has gone missing. Tony Fridd will convert kitchen cupboard on 22nd October. After discussion it was **AGREED** that VG would purchase COSHH stickers. LM to add CO2 alarm to Nov budget list/maintenance lists and to write to reg hirers regarding lost key. **VG/LM ACTION**

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

a) Maintenance

- **To discuss regular additional cleaning of the pavilion plus steam cleaning by Community Payback (CP).** LM advised that she and Kim had met with the CP team leader. She confirmed that items such as regular cleaning and maintenance work as well as projects such as painting, decorating, furniture building could be done by their team. Currently waiting for confirmation but Weds every two weeks has been suggested. After discussion it was **AGREED** that once CP has responded, any further decisions will be made by **ROUND ROBIN**.
- **To advise of upcoming storage cupboard clear out and any recommendations from Councillors.** Fine and no further advice. LPC filing will not be touched.
- **To discuss an overhaul of the Pavilion vacuum cleaners** –After a discussion it was **AGREED** to get rid of the broken cleaner – JH to take to the dump. Ask contractor if he will service the existing cleaner for a reduced cost. LM to add to the project management sheet for replacement in two years and to add to the November budget list. **LM/JH ACTION**.
- **To discuss the idea of leaving the KGVPF gates open during roadworks**
It was **AGREED** to leave the KGVPF gates open during the period of night roadworks, so that local residents could park overnight in the car park. The situation will be monitored and Cllrs will be updated should the roadworks be delayed. TomO placed a notice on the Loose Community FB page to advise. LM to ask AR to put on the website/comm Alert immediately and to advise evening groups to leave the gates open. **LM/AR ACTION**

b) Risk (H&S)

- **To discuss the upgrade of the fire map and Appx A docs – Tom O/Tony O**
After discussion, amendments were suggested to Appx A and the plan. It was **AGREED** that TomO and TO would make the necessary amendments and forward on to LM. LM to purchase a further 4 new red frames. **TO/TomO/ LM ACTION**

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

a) Regular and Ad Hoc hirers

- **To discuss the use of e-commerce systems for hall bookings. To decide on any forward action**
The Committee was advised that this was all in hand. A new website is being developed by LouM to deal with stallholders bookings for the fete and all pavilion bookings. The prototype will be revealed to the PC at the main LPC November meeting. LM and AM to be invited to the meeting. **LouM/ LM ACTION**

- **To review hiring fees for reg hirers for the next fiscal year** – It was **AGREED** that there would be no changes to the hiring fees for the coming fiscal year 20/21
- **To discuss the issues of interruption of classes/parking by the LPS parents and Gas Board**
A discussion was held regarding the blocking of a road by one of the Gas Board vehicles and interruption to a regular hirers class.

Loose Parish Council was appalled to hear that an emergency vehicle was unable to access the road due to the Gas Board vehicle being parked inconsiderately. It wishes to make it very clear that any emergency would automatically take preference over any previously agreed decision.

LM was asked to contact the MBC Ward Councillor and to make a formal written complaint to the Gas Board regarding this situation. **LM ACTION**

- **To receive information on a potential hirer and times of classes.** LM advised that a new Fitness Bootcamp class would be starting on a Saturday morning from mid October.
- **To discuss the new Brownie pack and hiring times** - LM advised that 2nd Loose Rainbows has extended their hiring time from 1st November. This time will incorporate the running of a new Brownie pack.

b) Website and media

AR to issue an immediate update on the website and Comm Alert, regarding the overnight roadworks and parking available in the KGV car park. **AR/LM ACTION**

The new e-commerce website will be unveiled in due course.

c) Risk (H&S)

To discuss regular pitch inspections on a Friday pre-weekend football matches, especially in the winter. LM advised that due to two teams using the pitch it would be essential to monitor wear and tear on the pitch. After discussion it was **AGREED** that all pitch inspections and items in regards to the football teams would come under the PCH Committee. VG had considered that MS could be the pitch inspector and LM to discuss this with him in due course. **LM ACTION.**

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

a) Play equipment

- **To discuss the damage to the snail rocker, receive the re-instatement quote and to decide on forward action.** After discussion it was **AGREED** to pay for the removal repairs but not to replace the snail rocker. LM to advise the Financial Officer and contractor. **JC/LM ACTION**
- **To discuss the S106 funding for multi play equipment.** After discussion it was **AGREED**:
 - That the ENV Committee will deal with the lopping back of the branches overhanging the MPU, as a risk issue at their next meeting. LM to advise the Clerk. **LM ACTION.**
 - The PCH will replace the MPU which is to be sited further away from the trees. CH will take the lead on this. She will contact companies and come back to the PCH for comments and decisions – a **ROUND ROBIN** agreement was put in place. If necessary, an extraordinary meeting will be arranged.

b) Maintenance

- **Damage to the main gate by a lorry. To discuss and decide on forward action.** LM advised that a large delivery lorry had used the car park to turn around in and promptly smashed into the gate. After discussion it was **AGREED** that this should have been dealt with by the ENV Committee as they are now responsible for all of the KGVPF boundaries including the gates. LM to report to Ross Russell. Once further information is available KO is to add to LPC agenda for agreement. **LM/KO ACTION**

c) Risk (H&S)

- **To receive an update on internal changes to the play equipment and pavilion risk checks** – no further updates
- **To discuss the latest Play Area Operation report (July 2019) from Safeplay.** LM gave out copies of the report. This was discussed and the following points **AGREED**:
 1. LM to add the pommel seat to the November agenda for a decision to be made on whether to replace or remove the seat going forward. **LM ACTION**
 2. LM to ask Contractor for a price to remove the trampoline altogether. A **ROUND ROBIN** agreement was put in place to make further decisions on this item. **LM ACTION**
 3. Agreement to carry out the following repairs as per the report:
 - a. top link on the pommel seat – £35.50
 - b. New cradle seat - £239.00 (not required already replaced)

It was **AGREED** that the links to the basket swing had already been replaced (not replaced as originally thought) and this item should now be monitored. LM to advise MS for his weekly reports. **LM/MS ACTION**

12. To review the CCTV policy –this was reviewed and no changes made.

13. Community Hub (ongoing)

a) To plan the next steps in the building of the Community Hub

After discussion it was **AGREED** that an initial presentation to the public would be held on Monday 13th January 2020. To be c/f to the next agenda for further arrangements. **LM ACTION.**

b) To discuss finance and funding for the Community Hub

A discussion was held and it was **AGREED** that all Cllrs should start seek funding sources. LM advised that she had been doing this too and had some idea and will bring these to the next meeting. **ALL CLLR/LM ACTION**

14. Events Working Group (ongoing)

a) To receive a report from the Chairman and to decide on any forward recommendations

Duly noted no further comments.

15. Finance (ongoing)

a) RFO report

- **To discuss the latest RFO finance report (ongoing)**

A discussion was held on the latest play equipment reports. It was **AGREED** that LM should source new providers ready for the January meeting. All future repairs will need further quotes to ensure that current contractors prices are competitive. **LM ACTION**

- **To review current budgets (ongoing)**

These were reviewed but no further comments made

b) Funding

- **To discuss residue funding from MBC/KCC/ Bluebird Care**

LM advised that there was residue funding from recent successful applications. It was **AGREED** that LM will email details to the Committee and a **ROUND ROBIN** agreement was put in place for a decision on expenditure. **LM ACTION**

c) Ratification- payments made/financial Round Robins as agreed

LM advised that the Round Robin agreement for steam cleaning was now void as this might be done by the Community Payback team. **AGREED. LM ACTION**

d) Quotes – CLOSED SESSION – closed 21.16

- **To discuss quotes received for replacement parts to changing room showers.** These were duly discussed and a Contractor agreed. **LM ACTION**

- **To discuss quotes received for a full fire risk check of the Pavilion** – these were duly discussed and it was **AGREED** that LM would liaise with the Parish’s Insurance company to ascertain the need for an inspection. **LM ACTION**

16. Info only - nothing further to report

Date of next meeting: this will now take place on MONDAY 2nd DECEMBER

The meeting closed at 21.30pm

Minutes agreed by the Committee and duly signed by the Chairman

Chairman.....Dated.....