



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 22 February 2021 at 7.30pm  
Held Virtually**

**Councillors taking part:** Susan Luckhurst (Vice-Chair) (SL), Charlie Hollister (CH), Lewis Muir (LM).

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

There was one member of the public involved in the meeting.

**1. To receive and record any apologies for absence.**

Apologies received from Vianne Gibbons (VG). Tony Oliver (TO) and Tom Oliver (TomO) were on leave.

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

Item 8 a (i)

Item 11 b (iii)

Item 12

**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 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:**

**PCH Committee meeting held on the 23 November 2021 (312-315)**

The minutes of the meeting on 23 November 2021 were duly **AGREED**. The minutes will be signed by the Chairman and passed to the Clerk accordingly.

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

**To receive a report from the dog walking group.**

Katrina Tuck reported that for a variety of reasons the dog walking group have not connected recently. She has only visited the park on limited occasions, but when she has, it has seemed clean. She was unaware of any issues. NB reported that there was one incident posted on the local community facebook page recently, where dogs off leads chased a nervous dog on a lead in KGVPF, but it was dealt with through the collective comments from other residents reminding all park users to be responsible. The matter was not reported to LPC.

**DRAFT**

After discussion, it was **AGREED** that the dog walking group report should remain under the PCH committee (and not the Environment Committee) as the Caretaker would be the person most frequently monitoring the field and could include it in his report.

**7. Caretaker (ongoing)**

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

The Caretaker was not present to make a report due to technical issues. It was **AGREED** to postpone this item until later in the meeting in case he was able to attend.

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

**a. Maintenance**

- i) Entrance Shutter - after discussion in the closed session the committee **AGREED** to the purchase of an electronically operated roller shutter at a cost of £1246. **ACTION NB**
- ii) Locks and handles - the caretaker is happy to replace the locks and handles but it was previously decided to get a quote from a locksmith for comparison. The quote request has been sent, but a response it still awaited. It was **AGREED** that when received, the information would be circulated for a decision by **ROUND ROBIN**. **ACTION NB**
- iii) Microwave – the Clerks' office has researched and selected a microwave but the purchase is being delayed until the pavilion re-opens so that the warranty is not wasted. **ACTION KO**
- iv) Garage doors and window frames – the caretaker had offered to paint the garage doors and window frames and this has already been agreed by round robin. Work will commence when the weather improves. **ACTION Caretaker**
- v) Cigarette bin – options had previously been circulated by round robin and a bin selected. This was purchased by KO and recently installed by the Caretaker.
- vi) Garage clearance and shelving to create a mezzanine – this was delayed due to lockdown restrictions. It was **AGREED** that when restrictions were lifted, volunteers from across LPC would be sought (with an interest in the garage contents) and then a date would be arranged. **ACTION NB**

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

- i) Legionella Testing – this has been completed and was clear.
- ii) Fire Risk assessment – NB and JC have met to go through the requirements of the Fire Risk Assessment. It should be completed in April 2021 (prior to re-opening) by the Deputy Clerk and a councillor. JC will assist as part of the handover. SL **AGREED** to be the named councillor. **ACTION NB** to arrange.
- iii) Wheelchair access in the building review (VG) – as the Chairman was not present, the committee **AGREED** to move the item to the next meeting. **ACTION NB**.

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

**a. Regular and ad-hoc hirers**

To discuss any necessary preparations for re-opening

A definitive date for re-opening could not be given because it will be dependent on the government road map dates, which may change subject to Covid-19 rates. The next PCH meeting would be around June, so the committee **AGREED** that if opening was possible before the next PCH meeting then an extraordinary meeting would be called to discuss preparations. **ACTION Clerks' Office**. The pavilion is currently being cleaned fortnightly.

The local government elections have been booked for 6 May and the Prime Minister announced that they are still preparing for these to go ahead. An MBC Election Officer will be visiting on 23 February to complete the risk assessment.

An ad-hoc pavilion hire enquiry had been received for July and the office had replied that the pavilion remains closed whilst we review regulations and that ad-hoc bookings are not being taken at present. It was **AGREED** this should continue to be the response until the situation changes.

**DRAFT**

A booking enquiry for the playing field had been received and was discussed. A local football club wish to train after 29 March, subject to government regulations, on a section of the field. This would be 2 nights a week 5-6.30pm for 4-5 weeks before they could return to the YMCA. They would complete all necessary Covid-19 risk assessments and follow FA advised protocols. The committee **AGREED** that this could go ahead and the club should be contacted with information on the tariffs. **ACTION NB**

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

To receive a report from the Media and Communications Clerk.

NB reported that AR had updated all the notices in the pavilion hall and lobby, with the changing rooms left to do.

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

**a. Risk reports**

**i) To receive information on risk inspections and the annual report**

NB reported back on the annual inspection of the play areas by Wicksteed (to comply with insurance). There were no high risk items but the following were highlighted as medium risk:

- Ball pit entrance erosion / trip hazard – it was **AGREED** that the caretaker would be asked to fill this in. **ACTION NB**
- Hole in the tarmac in the shelter – it was **AGREED** a repair quote should be sought. **ACTION NB**
- MPU – one panel starting to rot – to be discussed with Item 12

The trampoline was categorised low risk and will be closely monitored.

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

NB, JC and the caretaker have met to go through the weekly playground visual inspections that will be done and recorded by the Caretaker. The quarterly inspection needs to be carried out by at least one person who has had training. The office is currently investigating two options for the Caretaker to be trained: either a one-day course held at a training centre or hosting a course at KGVPF for 6 people. NB has contacted other parish councils to see if there might be interest. Both options may be delayed due to Covid but it was **AGREED** this should be followed up to try to get the Caretaker qualified by April when the first quarterly inspection is due. **ACTION NB**

**b. To review maintenance and consider the following:**

**i) The audit of the existing external signage**

NB shared the audit of all existing external signage and the following was **AGREED**:

- Undamaged and legible signs will not be replaced (car park, pedestrian entrances).
- The Fire Assembly point should be cleaned. **ACTION Caretaker**
- Defibrillator location sign – the worn-off information to be re-written **ACTION NB**
- Car park gates sign, the play area signs (toddler, youth and outdoor gym areas) should all be changed, with the play areas to incorporate the inspection company's recommended emergency information and the new logo. It was **AGREED** quotes should be obtained to replace the signs as identified above in a consistent corporate style and a decision made by **ROUND ROBIN**. **ACTION NB**
- It was **AGREED** that SL would draft and circulate a new sign for the pavilion wall facing the car park to show it belongs to LPC and including necessary information for hire/contact **ACTION SL**

**ii) Improvement of the LPC sign on the noticeboard outside the gates (VG)**

As the Chairman was not present the committee **AGREED** to move the item to the next meeting. **ACTION NB**

**iii) Quotations for replacement fencing around the toddler play area**

After discussion in the closed session the committee rejected the idea of replacing the fence with another wooden one, preferring to install bow-top metal fencing. A preferred contractor was selected which would cost £6890. As this amount is not currently available in the budget, it was **AGREED** that CH would discuss options with the RFO. **ACTION CH**

**c. Car Park matters**

**i) Repainting of the STOP and NO Parking signs and disabled bay**

The contractor had previously been agreed by round robin and the works have been completed.

**ii) Use by Albany Funeral Directors**

As agreed by round robin, Albany Funerals have been given temporary use the car park whilst the pavilion remains shut, to ease their parking issues with additional staff having to come over from Ashford and additional private ambulances due to an increase in funerals. It was **AGREED** this would be reviewed at the pavilion re-opening meeting.

**iii) Resident overnight parking issue**

NB and KO reported that local residents from the Hope Cottages were parking 2 – 3 cars overnight. Their cars are also there during the day and they have been putting their rubbish in the LPC bin. It was **AGREED** that the number of the padlock should be changed and that a letter should be sent to the residents. The new padlock number will be circulated to those who need it. **ACTION Clerks' Office.** The caretaker has already been asked to ensure that the bin is kept locked.

**iv) Installation of a cycle rack** – at the last meeting the cycle rack was put onto the management plan and SL visited the KGVPF and circulated a proposed site, and a possible supplier. It was **AGREED** to move this item to the next meeting. **ACTION NB**

**12. To discuss the replacement of the Multi Play Unit and S106 funding (CH)**

After discussion in the closed session the committee rejected the idea of spending on renovating the existing MPU and wish to continue to pursue replacing the whole unit. A number of ideas and quotes had been circulated and were discussed at length. As there is currently insufficient budget to fund both the playground fencing and the MPU projects, it was **AGREED** that further work should be done to examine the detail in the quotes and have a discussion with the companies. It was also **AGREED** that the RFO should be consulted to establish whether there might be any possibility that both the MPU and fencing projects could be funded together, or options considered such as seeking a grant for the shortfall. **ACTION NB & CH**

**13. Community Hub (ongoing)**

**To discuss any matters pertaining to this project (VG)**

As the Chairman was not present at the meeting the committee **AGREED** to move the item to the next meeting. **ACTION NB.**

**14. Events Working Group (ongoing)**

**a. To review the Events Working Group Terms of Reference**

The Terms of Reference were discussed, particularly the issue of needing 3 councillors on the group. It was **AGREED** that the Clerks' Office would check the legal requirements of a document for a working party and check what Cllr Rigby feels is needed to help him run the working group and event most effectively. **ACTION Clerks' Office**

**b. To receive an update from the Events Working Group**

Cllr Rigby had circulated a report. The 2021 fete inevitably remains uncertain due to the ongoing Covid situation. The previous volunteers have been contacted to identify their level of interest in getting involved in the future, but the planned January virtual meeting was postponed. The Covid situation will be monitored and it is hoped that more will be known by the next scheduled meeting (22 March).

**15. 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 discuss the gas and electricity contract and to make any necessary decisions**

**DRAFT**

The contract is up for renewal on 31 July 2021. The committee **AGREED** that the RFO would obtain and circulate options and decision would be made by **ROUND ROBIN**. **ACTION JC**

iv) **To review the contract for the inspection of fire equipment**

The current contract with KCC is up for renewal on 31 March 2021. The committee **AGREED** to continue with inspections by KCC and to make changes to the contract so that it is “rolling” rather than “annually reviewed”. **ACTION JC**

v) **To review the contract for the industrial bin in the car park**

The current contract is up for renewal on 19 April 2021. The committee **AGREED** that the contract should continue with Countrystyle Recycling for a further year.

**b. Funding**

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

Noted

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

- SL asked for an update on the damage to the to the KGV Playing Field by the MBC refuse van. This is under the Environment Committee but NB reported that MBC had re-visited the following day to try to remedy the damage and that the ground is recovering well.
- In the absence of the Caretaker at the meeting, or a report, NB updated on some of his recent work. He has power-washed half the patio, joined JC and NB for in-house training on the visual inspections of the play equipment and discussed the form-filling for insurance purposes. He has put up the new cigarette bin on the pavilion wall and now has a hand-held vacuum cleaner to extract any broken glass from the wetpour, which has been an issue. He removed the vandalised bin by the picnic bench and taped off the base, and when the weather improves he will paint the garage door and window frames and (for the Environment Committee) paint the benches around the Parish and fix the fence by the Chequers. The committee would like to thank him for his work. **ACTION NB**

The meeting closed at 8.35pm

**CLOSED SESSION**

The meeting re-opened at 8.55pm

**17. Date of Next Meeting – TBA**

The meeting was closed at 9.00pm