



# LOOSE PARISH COUNCIL

**CLERK: Kim Owen**

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**Dated: 5 October 2020**

**A meeting of the Loose Parish Council  
PAVILION & COMMUNITY HUB COMMITTEE (PCH)  
will be held on**

**Monday 12 October 2020 at 7.30pm**

**Due to Coronavirus this meeting will be completed virtually.  
If you have any questions/concerns, you wish to raise with the Council  
please email them to the Clerk by 5pm on Friday 9 October 2020 at  
[office@loose-pc.gov.uk](mailto:office@loose-pc.gov.uk)**

## **AGENDA**

- 1. To elect a Chairman for the PCH committee**
- 2. To elect a Vice Chairman for the PCH committee**
- 3. To receive and record any apologies for absence**
- 4. To receive and agree any decision regarding any item to be taken as confidential (10aiii)**
- 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 21<sup>st</sup> Jan 13*)**
- 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**

- 7. To sign as a correct record, the minutes of the PCH Committee meeting held on 24 February 2020 (pages 303 to 306 & Appx).**
- 8. Questions/comments from the public (3 mins per person) and communications received by the Clerks office or other Committees**
  - a) To receive any report from the local dog walkers' group (ongoing)
- 9. Caretaker (ongoing)**
  - a) To receive information regarding appointment of the new Caretaker.
- 10. Pavilion/Building - to discuss any items under relevant headings below and to make any decisions (ongoing)**
  - a) Maintenance**
    - i. Guttering- repairs & cleaning out
    - ii. Locks/handles in whole building & keys held list
    - iii. Outside lighting, including PIR lighting (quotes received)
    - iv. Periodic electrical tests, inc PAT
  - b) Risk (H&S)**
    - i. To discuss Fire Risk assessment of the pavilion, to cover procedures etc
    - ii. Test & ongoing procedures for legionnaires
    - iii. Update on servicing and maintenance for 2020
    - iv. First aid box
    - v. List of products for accident book
  - c) Other**
    - i. Review regular cleaning and cleaning re covid 19
    - ii. Clear out Garage /store
    - iii. Review contract for CCTV servicing
- 11. To discuss 'Pavilion Action Checklist 'for items agreed by the PCH committee in 2019, and to agree to take forward anything of concern, or items felt needing to be revisited**
- 12. To discuss review of the PCH Project Management Plan for 20/21- to include any items not previously actioned**
- 13. Hirers/Clients – to discuss any items under the relevant headings below (ongoing)**
  - a) Regular and ad-Hoc hirers:**
    - i. Re-opening of the Pavilion to regular hirers- To discuss and decide on any matters pertaining to covid 19
    - ii. QR poster (covid 19)
    - iii. Football clubs not using changing facilities due to covid 19 re hire charges
    - iv. Any matters relating to ad-hoc hirers
    - v. To clarify agreed changes to hiring agreement and S&C of hire

- vi. Review of hiring fees fiscal year 21/22

**14. Website and media, to discuss and to make any decisions as relevant**

- a) To discuss any matters for website or other media
- b) Posters/ information located on notice boards within Pavilion and at gate

**15. Play Areas/Car Park - to discuss and make any relevant decisions on the items as listed below (ongoing)**

**Play equipment inc maintenance**

- a) Risk reports (H&S):
  - i. To receive information on risk inspections, including frequency etc
  - ii. Glass on wet pour
- b) To review the maintenance and to consider the following:
  - i. Future maintenance arrangements including trampoline (quote received)
  - ii. Signage for play and exercise areas as suggested by Wicksteed

**Car Park matters:**

- c) Update - Repainting of the STOP and disabled bay signs in the KGV car park

**16. Community Hub (ongoing)**

- a) To discuss any matters pertaining to this project

**17. Finance (ongoing)**

- a) **RFO report**
  - i. To discuss the latest RFO finance report (ongoing)
  - ii. To review current budgets (ongoing)
- b) **Funding**
  - i. To discuss progress with regards to MPU in small child play area re S106 funding
- c) **Ratification- payments /financial- Round Robins as agreed**
  - i. Essential works to play equipment (PCH 250220-item13b ii))

**18. For Information Only**

**19. Date of next meeting:** Scheduled 7<sup>th</sup> Dec 2020 (setting of budgets for 21/22)