



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 8TH JULY 2020 AT 19:30**. THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

Present: Cllr S Barker; Cllr M Coleman, Cllr C Finlay; Cllr N Sherlaw; Cllr A Petty; Cllr D Waller

Apologies:

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), Mr M Dean, (Chief Facility Officer), 2 members of the public.

AM20/1. To receive and accept Apologies for Absence

There were none.

AM20/2. To receive Declarations of Interest & Lobbying

There were none.

AM20/3. Minutes – It was **RESOLVED** that the minutes of the meeting held on 8th March 2020 be approved and the minutes will be physically signed at the earliest opportunity. **MC**

AM20/4. Chairman's Announcements – to receive announcements

There were none.

Open Spaces

Allotments

AM20/5. To receive allotment status update and consider recommendations contained within the report.

The COVID 19 advice was reported and it was **noted** that the high-risk areas were the padlock, gates and taps. It was also noted that that the parish council have recommended to allotment holders to carry personal hand sanitiser and to stay 2m apart.

AM20/6. It was **noted** that the inspections had been relaxed during the pandemic.

AM20/7. The perimeter hedge works were **noted** and it was **RESOLVED** to include this in the annual landscape maintenance contract. **CFO**

AM20/8. The new taps at the allotment site were **noted** and it was **RESOLVED** to allow short hose attachments to assist watering can filling. **CFO**

AM20/9. It was **RESOLVED** to continue with the current chemical weed treatment process.

AM20/10. The break ins at the allotment site were **noted**.

AM20/11. It was **RESOLVED** to liaise with the landlord regarding warning signage at the **Clerk**

allotment site.

- AM20/12.** It was **RESOLVED** to liaise with the landlord regarding installing dummy CCTV cameras at the allotment site and to seek professional advice regarding placing CCTV in this area. **Clerk**
- AM20/13.** To **note** the fence surrounding the allotment site has been weakened.
- AM20/14.** It was **RESOLVED** to obtain quotations for a like for like replacement for the chain link fence and obtain a further quotation for a more secure form of fencing. **Clerk**
- AM20/15.** It was **RESOLVED** to obtain a quotation to enable the current CCTV system to cover the allotment site. **Clerk**
- AM20/16.** Cllr Barker would like to **note** her thanks to the PCSO for her report.
- AM20/17.** It was **RESOLVED** to allow the hedge to grow dense with the Chief Facility Officer to monitor. **CFO**
- AM20/18.** It was **RESOLVED** to obtain quotations for a like for like replacement for the wooden fence and to obtain a further quotation for a fence with concrete/metal posts. **CFO**
- AM20/19.** To approve policy on recycling and clearance of structures on Kings Hill Allotments for recommendation to Full Council.
It was **RESOLVED** to recommend the policy on recycling and clearance of structures to Full Council for adoption. **Full Council**
- AM20/20.** To note excess grant funding to be used for the purchase of some further tarpaulins.
This was **noted**.
- AM20/21.** To receive update on shelf installation at allotment communal shed.
This was deferred to the next Amenities Committee meeting to be held in September 2020. **Amenities**
- AM20/22.** To receive update on the progress of the project by the Allotment Interest Group to level out the ground surrounding the communal shed.
It was reported that the Allotment Interest Group were gradually levelling this area out.

Allotment Governance

- AM20/23.** To consider Allotment Tenancy Agreement for approval.
The allotment tenancy agreement for 2020/ 2021 was agreed by **RESOLUTION**. **Clerk**
- AM20/24.** To consider annual rent review.
The rent was considered, and it was **RESOLVED** to increase the annual allotment rent to £39.95. **Clerk**
- AM20/25.** To conduct annual review of the allotment strategy for recommendation to Full Council.
It was **RESOLVED** to recommend the allotment strategy to Full Council for adoption. **Full Council**

Motion from Cllr Zahidi

- AM20/26.** To consider the recent break ins at the allotment site.
The break ins were reported at Item AM20/10.

Motion from Cllr Barker

- AM20/27.** To consider projects for supermarket token schemes.
The supermarket token schemes were **noted**, and it was **AGREED** that projects would be agreed within the council 5 year strategy.

Play Areas

- AM20/28.** To note that preliminary investigations continue with regard to the outdoor gym projects for Anson Avenue and the Sports Park.

This was **noted**.

- AM20/29.** To consider play area re-opening risk assessment and the management and costs of re-opening.

It was **RESOLVED** to wait for further restrictions to be lifted before opening parish council owned play areas. **Clerk**

Motion from Cllr Waller

- AM20/30.** To note local campaign to raise funds for resurfacing of Prologis tennis courts.
This was **noted**.

- AM20/31.** **To consider projects for community payback scheme.**

It was **RESOLVED** to investigate the community payback scheme.

Clerk

Finance

- AM20/32.** To review financial statements for review and comment.
Councillors to review income performance and ensure spend costs are within the limits of the approved budgets.
The financial statements were reviewed and the current income and expenditure figures against budget were **noted**.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were asked to leave the meeting during consideration of items AM20/33 to AM20/42

Meeting closed to public at 20.40

Community Centre

Operations

- AM20/33.** To receive operations report and consider recommendations contained within the report.

After discussion it was **RESOLVED** that the community centre will remain closed and the agreement to re-open delegated to the Community Centre Manager, in conjunction with the clerk, subject to a Covid-19 secure risk assessment.

Clerk

- AM20/34.** Cllr Barker would like to thank the staff for the redecoration work undertaken at the community centre. **Clerk**
- AM20/35.** To note marketing consultant appointed and meeting notes of 16/06/2020 and 19/06/2020 attached.
The meeting notes were **noted**.
- AM20/36.** To receive report on high water bill at the community centre.
The high water bill at the community centre was reported and it was **noted** that it is thought this is due to failed mechanical parts on the male toilets.

Sports Park

Operations Report

- AM20/37.** It was **RESOLVED** for a phased re-opening to take place at the Sports Park from 13th July 2020. **Clerk**
- AM20/38.** It was **RESOLVED** to approve the off season training pitch cost of £54.10 per hour. **Clerk**
- AM20/39.** The booking update was **noted**.
- AM20/40.** The position on the sale of the mower was **noted**.
- AM20/41.** It was **RESOLVED** not to add a third member to the Sports Park Working Group.
- AM20/42.** It was **RESOLVED** to approve the Sports Park Working Group Terms of Reference for recommendation to Full Council. **Full Council**

The meeting was re-opened to the public at 21.09

Motion from Cllr Barker

- AM20/43.** To consider when the Sports Park Business Plan will be started.
It was **noted** that this would fall within the 5 year strategic plan.
- AM20/44.** **To report external meetings with representatives of the Amenities Committee**
There were none.

Correspondence and matters for information

- AM20/45.** 16/03/2020 – Email from National Allotment Society regarding Introducing our new Allotment Mentor for Kent. **Noted**.
- AM20/46.** 03/05/2020 – Website enquiry form regarding the goals at the Sports Park. **Noted**
- AM20/47.** 11/05/2020 – Email from allotment holder regarding allotment break in. **Noted**
- AM20/48.** **Date of next meeting – 9th September 2020**

Questions from Committee Members and future agenda items

- AM20/49.** Cllr Barker requested the following future agenda item. “to discuss the possible

setting up of an allotment user group.”

AM20/50. Cllr Barker requested some photographs of the work undertaken surrounding the shed area.

The meeting was closed at 21:14 pm

Signed.....

Date.....