



YOU ARE SUMMONED TO ATTEND THE MEETING OF  
THE **AMENITIES COMMITTEE ON THURSDAY 20<sup>TH</sup> JUNE 2019**  
AT 10:30AM IN THE **GIBSON SUITE** AT THE KINGS HILL  
COMMUNITY CENTRE

**Members of the Public and Press are welcome to attend**

Signed: *Julie Miller* Date of 14<sup>th</sup> June 2019  
Clerk and Proper Officer Issue:  
Members Cllr S Barker, Cllr A Board, Cllr M Colman, Cllr A Petty, Cllr D Waller  
Substitutes

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

## Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & Lobbying**
3. **Minutes – to receive and approve for signature the minutes of the meetings held on 24<sup>th</sup> April 2019 (Community Centre) and 24<sup>th</sup> April 2019 (Sports Park). (Pages 1-6)**
4. **Chairman's Announcements** – to receive announcements
5. **Public Participation Session** – In accordance with Standing Order 3e the meeting will be adjourned for ten minutes to allow members of the public to address the meeting. Members of the public shall not speak for more than three minutes, a question shall not require a response nor start a debate on the question. The chairman may direct that a written or oral response be given.

## Administration and Finance

6. **Administration**
  - 6.1. To consider Terms of Reference for recommendation to Full Council. (Pages 7-16)
  - 6.2. To consider objectives for 2019-2020.
  - 6.3. To consider the Open Spaces Policy for recommendation to Full Council. (Pages 17-22)
  - 6.4. To review cancellation terms for the Sports Park and Community Centre. (Pages 23-34)
  - 6.5. To receive update from Cllr Board on lease investigations for the Sports Park and Community Centre.
7. **Finance**
  - 7.1. To receive financial statements for review and comment. (Pages 35-44)
  - 7.2. To receive update on debtors.

## Community Centre

8. **Maintenance Report (Pages 45-52)**
  - 8.1. To consider works to Main Entrance Automatic Swing Door.
  - 8.2. To consider service plan for moveable wall.
9. **To consider Community Cinema – Appendix 3**
10. **To consider VE day celebrations (Pages 53-56)**
11. **To consider Big Lunch 2020**

## Sports Park

### **12. Facility Report (Pages 57-62)**

- 12.1. To consider fuel proposal at the Sports Park.
- 12.2. To consider television subscriptions

### **13. Step 7 Works**

- 13.1. To receive update regarding the Health & Safety File for the Step 7 works.

### **14. To discuss the water tank licence to alter**

### **15. To discuss latent defects in changing rooms.**

## Open Spaces

### **16. Allotments**

- 16.1. To receive capacity report on the allotment site. (Pages 63-64)
- 16.2. To receive allotment inspection report May 2019. (Pages 65-66)
- 16.3. To conduct annual review of the allotment tenancy agreement. (Pages 67-74)
- 16.4. To agree the allotment inspection schedule.
- 16.5. To conduct annual review of the allotment strategy for recommendation to Full Council. (Pages 75-86)
- 16.6. To conduct annual review of the allotment rent.
- 16.7. To conduct review of allotments welcome pack
- 16.8. To receive Allotment Maintenance Report. (Pages 87-88)
- 16.9. To consider request from an allotment holder for a second key. (Pages 89-92)
- 16.10. To consider request from an allotment holder for a raised bed. (Pages 93-94)
- 16.11. To receive Allotment list as requested by Cllr Board. (Pages 95-96)
- 16.12. To receive update on communal allotment shed.
- 16.13. To consider purchase of rotovator (Pages 97-100)

### **17. Play Areas**

- 17.1. To receive inspection report in relation to Anson Avenue play area and to note that maintenance and painting has been undertaken. (Pages 101-108)
- 17.2. To consider the suggestion from the Lords Walk Resident Association regarding purchasing a noticeboard for Anson Avenue. (Pages 109-110)
- 17.3. To receive inspection reports in relation to the Sports Park play areas. (Pages 111-122)

### **18. To consider email from member of the public regarding farmer's market.**

### **19. To report external meetings with representatives of the Events Committee – see appendix 1**

### **20. Correspondence and matters for information – see appendix 2**

### **21. Date of next meeting – 10<sup>th</sup> July 2019**

### **22. Questions from Committee Members and future agenda items**

## Appendix 1

### **To report external meetings with representatives of the Events Committee**

- 1. There were none.

## Appendix 2

### **To report Correspondence and matters for information**

- 1. Allotment & Leisure Gardener Magazine