



YOU ARE SUMMONED TO ATTEND THE MEETING OF  
THE **AMENITIES COMMITTEE ON WEDNESDAY 10<sup>TH</sup> JULY 2019**  
AT 19.30 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 4<sup>th</sup> July 2019  
Clerk and Proper Officer Issue:  
Members Cllr M Colman (Chair), Cllr S Barker, Cllr A Board, 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 12<sup>th</sup> June 2019 and 20<sup>th</sup> June 2019 (Pages 1-10)**
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 objectives for 2019-2020. (Pages 11-12)
  - 6.2. To consider the Open Spaces Policy for recommendation to Full Council. (Pages 13-18)
  - 6.3. To review cancellation terms for the Sports Park and Community Centre. (Pages 19-30)
  - 6.4. To note that Cllr Board has withdrawn his offer to investigate the leases for the Sports Park and Community Centre.
7. **Finance**
  - 7.1. To receive financial statements for review and comment. (Pages 31-38)
  - 7.2. To receive update on debtors.

## Community Centre

8. **Maintenance Report (Pages 39-50)**
  - 8.1. To consider works to Main Entrance Automatic Swing Door.
  - 8.2. To consider service plan for moveable wall.
  - 8.3. To approve works to the community centre roof.
9. **To consider Community Cinema (Pages 51-54)**
10. **To consider VE day celebrations (Pages 55-56)**
11. **To consider Big Lunch 2020**

**Sports Park**

- 12. Facility Report (Pages 57-58)**  
To consider television subscriptions
- 13. Operations Report (Pages 59-78)**  
13.1. To approve the revised landscape maintenance contract.  
13.2. To note Sports Park manager update report.
- 14. Step 7 Works**  
14.1. To receive update regarding the Health & Safety File for the Step 7 works.
- 15. To discuss the water tank licence to alter**
- 16. To discuss latent defects in changing rooms.**

**Open Spaces**

- 17. Allotments**  
17.1. To receive capacity report on the allotment site. (Pages 79-80)  
17.2. To consider Allotment Tenancy Agreement for approval. (Pages 81-92)  
17.3. To consider inspection regime from July – September 2019.  
17.4. To consider status of first warning letters under the current tenancy agreement.  
17.5. To consider Allotment tenancy transfer request.  
17.6. To conduct annual review of the allotment strategy for recommendation to Full Council. (Pages 93-112)  
17.7. To receive requests from allotment holders for fruit cage, cold frames and raised beds.  
17.8. To conduct review of allotments welcome pack.  
17.9. To receive Allotment Maintenance Report. (Pages 113-114)  
17.10. To receive update on communal allotment shed.
- 18. Play Areas**  
18.1. To receive inspection report in relation to Anson Avenue play area and to note that maintenance and painting has been undertaken. (Pages 115-120)  
18.2. To consider the suggestion from the Lords Walk Resident Association regarding purchasing a noticeboard for Anson Avenue. (Pages 121-122)  
18.3. To receive inspection reports in relation to the Sports Park play areas. (Pages 123-134)
- 19. To consider email from member of the public regarding farmer's market.**
- 20. To report external meetings with representatives of the Amenities Committee**  
There were none.
- 21. Correspondence and matters for information – see appendix 1**
- 22. Date of next meeting – 11<sup>th</sup> September 2019**
- 23. Questions from Committee Members and future agenda items**

**Appendix 1**

**To report Correspondence and matters for information**

- 1.** Allotment & Leisure Gardener Magazine