



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 10TH JULY 2019** AT 19:30 IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Present: Cllr S Barker, Cllr A Board, Cllr T Petty, Cllr D Waller

Apologies: Cllr M Coleman

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs L Simpson (Assistant Clerk), Mr M Dean (Chief Facilities Office (CFO), 3 x Members of the Public

AM19/92. To receive and accept Apologies for Absence

Apologies were received from Cllr Colman with reasons for absence. It was **RESOLVED** that the apologies be accepted.

AM19/93. To receive Declarations of Interest & Lobbying

A Declaration of pecuniary interest was declared by Cllr Board in relation to Items AM19/115-AM19/124 to consider Allotments.

A Declaration of Lobbying was declared by Cllr Barker in relation to Items AM19/115-AM19/124 to consider Allotments.

AM19/94. Minutes - The minutes of the meeting held on 12th June 2019 and 20th June 2019, were presented for approval and signature.

It was **RESOLVED TO** amend the minutes of 12th June 2019 under item **AM19/5 – Public Session**, to read: 'Allotment holders raised a number of concerns which they asked the committee to consider' and remove the bullet points.

Assistant Clerk

AM19/95. It was **RESOLVED** to approve the minutes of 20th June 2019.

AM19/96. Chairman's Announcements – to receive announcements

The Chairman welcomed Lesley Simpson, Assistant Clerk to the parish council.

The Chairman announced that the Kings Hill Sports Centre had achieved a 5 star hygiene rating certificate for the Bar Café and expressed her thanks to the staff.

The Chairman also noted that following a recent visit to the allotments some of the plots are outstanding.

The meeting was adjourned to allow members of the public to attend.

AM19/97. Public Participation Session

The representative of the allotment holders interest group passed on their thanks to the parish council for the new communal shed.

Further requests were made to the Parish Council.

The meeting was reconvened at 19:53

Administration and Finance

Administration

- AM19/98.** To consider objectives for 2019-2020
It was **RESOLVED** to adopt the objectives for 2019-2020 with the following minor amendment to item 5, 'aims to make a surplus'. **Deputy Clerk**
- AM19/99.** To consider the Open Spaces Policy for recommendation to Full Council
It was **RESOLVED** to recommend the Open Spaces Policy for adoption to Full Council. **Full Council**
- AM19/100.** To review cancellation terms for the Sports Park and Community Centre
This item was deferred to the confidential session.

It was agreed to apply a two-week cancellation period to a regular hirer which will be subject to review. **Clerk**
- AM19/101.** To note that Cllr Board has withdrawn his offer to investigate the leases for the Sports Park and Community Centre.
This was **noted**.

Finance

- AM19/102.** To receive financial statements for review and comment.
The financial statements were **noted**.
- AM19/103.** To receive update on debtors.
An update was received and **noted**.

Community Centre

Maintenance Report

- AM19/104.** To consider works to Main Entrance Automatic Swing Door.
It was **RESOLVED** to proceed with repairs to the swing door at a cost of £1,008.45. **CFO**
- AM19/105.** To consider service plan for moveable wall.
It was **RESOLVED** to transfer the contract to Style South T/A Style Door Systems Ltd with the same number of services per year. **CFO**
- AM19/106.** It was **AGREED** to display a notice to remind hirers not to move the wall. **Clerk**
- AM19/107.** To approve works to the community centre roof.
It was **RESOLVED** to proceed with the recommended contractor for the roof repair at a cost of £750 + VAT. **CFO**
- AM19/108.** **To consider Community Cinema**
After much discussion it was **RESOLVED** to ask the Church to operate the Community Cinema and assist them with grant funding for the project. **Clerk**
- AM19/109.** **To consider VE day celebrations**
It was **RESOLVED** to defer item to the next Amenities Committee **Assistant**

Meeting to be held in September.

Clerk

AM19/110. To consider Big Lunch 2020 – June

It was **RESOLVED** to defer to the Amenities Committee Meeting to be held in October.

Assistant
Clerk

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 AM19/111 to AM19/117

Sports Park

Facility Report

AM19/111. To consider television subscriptions

It was **RESOLVED** to review television subscriptions again at the next budget meeting for 2020/21.

Clerk

Operations Report

AM19/112. To approve the revised landscape maintenance contract.

It was **RESOLVED** to proceed with the variation of the landscape maintenance contract.

CFO

AM19/113. It was **RESOLVED for the Clerk to provide recommendations for an alternative location for the memorial bench.**

Clerk

AM19/114. To note Sports Park manager update report

The success of the recent parties held at the Sports Park was noted. It was **RESOLVED** to add Sports Park marketing initiatives to the agenda in September.

Assistant
Clerk

Step 7 Works

AM19/115. To receive update regarding the Health & Safety File for the Step 7 works.

An update was received and **noted**.

AM19/116. **To discuss the water tank licence to alter.**

It was **noted** that this matter was being dealt with by Liberty Property Trust.

AM19/117. **To discuss latent defects in changing rooms.**

It was **noted** that this matter was being dealt with by Liberty Property Trust.

Open Spaces

Due to Cllr Board's Pecuniary Interests he left the meeting at 20:56

Allotments

AM19/118. To receive capacity report on the allotment site.

This was **noted**.

- AM19/119.** To consider Allotment Tenancy Agreement for approval.
It was **RESOLVED** to approve the Allotment Tenancy Agreement. There were no further comments.
- AM19/120.** To consider inspection regime from July – September 2019.
The inspection regime was **noted** and the parish council will continue to work together with plot holders to help meet the criteria.
- AM19/121.** To consider status of first warning letters under the current tenancy agreement.
It was **RESOLVED** to delegate authority to the Chief Facility Officer to monitor and advise allotment holders on their tenancy agreements regarding trees. **CFO**
- AM19/122.** It was **RESOLVED** to suspend the first warning letters to allotment holders with 60% or more for non-cultivation under the existing tenancy agreement. **Clerk**
- AM19/123.** The Officers recommended that all trees are removed and put in pots, however it was **RESOLVED** for the existing allotment holders to keep existing trees but all new dwarf trees must be in pots subject to the Tenancy Agreement criteria. **CFO**
- AM19/124.** To consider Allotment tenancy transfer request.
The allotment tenancy transfer request was **APPROVED**.
- AM19/125.** To conduct annual review of the allotment strategy for recommendation to Full Council.
It was **RESOLVED** to recommend the allotment strategy to Full Council. **Full Council**
- AM19/126.** To receive request from allotment holders for fruit cage, cold frames and raised beds.
It was **RESOLVED** to defer review of requests to the next Amenities Committee Meeting to be held in September. **Assistant Clerk**
- AM19/127.** To conduct review of allotments welcome pack.
It was **RESOLVED** to delegate authority to review the welcome pack to the Chief Facility Officer. **CFO**
- AM19/128.** To receive Allotment Maintenance Report.
The Allotment Maintenance Report was **noted**.
It was **RESOLVED** that allotment issues will be the first items on the next agenda. **Assistant Clerk**
- AM19/129.** It was **RESOLVED** to re-issue the GDPR information to allotment holders. **Clerk**
- AM19/130.** To receive update on communal allotment shed.
An update was received and **noted**.

Play Areas

- AM19/131.** To receive inspection report in relation to Anson Avenue play area and to note that maintenance and painting has been undertaken.
It was **RESOLVED** for the clerk to investigate equipment costs with a playground manufacturer. The Committee will then consider a budget for a design and build project. **Clerk**

AM19/132. To consider the suggestion from the Lords Walk Resident Association regarding purchasing a noticeboard for Anson Avenue
It was **RESOLVED** the Clerk will review this in the 2020/21 budget and continue to seek grant funding. **Clerk**

AM19/133. To receive inspection reports in relation to the Sports Park play areas.
This was **noted**.

AM19/134. To consider email from member of the public regarding farmer's market.
It was **RESOLVED** for the Clerk to liaise with the member of the public regarding this suggestion. **Clerk**

AM19/135. To report external meetings with representatives of the Amenities Committee
There were none.

AM19/136. Correspondence and matters for information
Allotment & Leisure Gardener Magazine

AM19/137. **Date of next meeting – 11th September 2019**

AM19/138. **Questions from Committee Members and future agenda items**
Cllr Petty requested a copy of the Full Council minutes with details of the Council's decision regarding tennis courts.

Clerk

The meeting was closed at 21:35

Signed.....

Date.....