



YOU ARE SUMMONED TO ATTEND THE MEETING OF  
THE **AMENITIES COMMITTEE ON WEDNESDAY 13<sup>TH</sup> JANUARY  
2020** AT 19.30.

**THIS MEETING WILL BE HELD VIA VIDEO CONFERENCE CALL  
DUE TO THE COVID:19.**

**THE ZOOM LOG IN FOR THIS MEETING IS AVAILABLE ON  
WWW.KINGSHILLPARISH.GOV.UK**

Signed: *Julie Miller* Date of 7<sup>th</sup> January 2021  
Clerk and Proper Officer Issue:  
Members Cllr M Colman (Chair), Cllr S Barker, Cllr A Petty, Cllr N Sherlaw, Cllr D Waller

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 11<sup>th</sup> November 2020. (*Minutes to be physically signed at next available opportunity*) Appendix A
4. **Chairman's Announcements** – to receive announcements

## Open Spaces

5. **Allotments**
  - 5.1. To note three allotment tenancy agreements not received by deadline set by the council and action taken.
  - 5.2. To receive allotment report and note plot status. Appendix B and C
  - 5.3. To consider permission for AIG members to install water harvesting facilities at the Communal Shed, comprising water butt(s) and guttering. This would be self-funded from donations from Plot Holders, and supports the sustainable gardening theme. Appendix D
  - 5.4. To note allotment holder refusing to lock the gate.
  - 5.5. To consider organising an allotment watch scheme.
  - 5.6. To discuss the possible formation of an allotment user group to manage the allotments on behalf of the council.
6. **Motion from Cllr Barker**
  - 6.1. To discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients.
7. **To note the high priority tree works were undertaken under delegated authority S101 of the Local Government Act 1972 at a cost of £960 incl. VAT.**
8. **To note reductions made in open spaces contract by Full Council and contract to be further reviewed at the Annual General Meeting of the council.**

### Community Centre

9. To note lease completion and pending preschool sub lease completion.
10. To note new hall handover/snagging underway and to consider fees in annual fee review at next meeting.
11. To receive Fire Risk Assessment – to note ‘moderate’ rating and required works. Three quotes being sought for consideration at next meeting. Appendix E

### Sports Park

12. To note decision by full council to accept initial proposal for third party management of Sports Park.
13. To note Sports Park boiler works investigation continuing and the requirement for a Licence to Alter from the landlord to carry out works.
14. To review research information on tennis courts. Appendix F
15. To note answers to questions from Cllr Falzon-Thomas. Appendix G

### Finance

16. Finance
- 16.1. To review financial statements to the end of November 2020 – 67% YTD *Councillors to review income performance and ensure spend costs are within the limits of the approved budgets.* Appendix H  
Variations of expenditure in excess of 15%: (no new items to report)  
(a) KHSP Water – Annual invoice and under investigate as previously reported to committee  
(b) KHSP Maintenance Contracts – Annual invoices previously reported to committee  
(c) KHSP General repairs and maintenance – boiler works as previously reported to committee  
(d) KHSP Summer league expenditure – previously reported to committee  
(e) KHCC Event licence – Annual invoice previously reported to committee.  
(f) KHCC Marketing – excess expenditure approved by full council  
(g) KHSP Café general repairs and maintenance – repairs previously reported to committee.
- 16.2. To note new furlough application being considered by HMRC for KHCC and KHSP staff.
- 16.3. To note successful grant application from Tonbridge & Malling Borough Council in the sum of £1,334. A further grant is being applied for.
- 16.4. To note contribution towards electricity usage at the community centre of £984.73 from contractor.
- 16.5. To review Sales performance using income comparison reports. *Councillors to review sales performance to discharge its power to oversee the management of the council’s amenities.* Appendix I
- 16.6. Items of expenditure to consider within budget  
*Councillors to consider spend costs up to the limit of the approved annual budgets outside of officer delegated authority.*  
(a) To consider increase in fixed wiring testing works previously agreed at £1,820 to £2,100 due to unknown distribution boards not being included in the first quote.
- Maintenance Contracts Budget £5,000 Actual YTD £1,986 Remaining £3,014**

- 16.7. Items of expenditure to consider outside budget limit  
*Councillors to consider spend costs outside of the limit of the approved annual budget to recommend to Full Council.*

(a) Lift repairs at Community Centre £2,659.14

**General Repairs and Maintenance Budget £4000 Actual YTD £2,478** Appendix J  
**remaining £1,522**

#### **General Administration**

- 17. To report external meetings with representatives of the Amenities Committee**  
There were none.
- 18. Correspondence and matters for information.**
- 18.1. 10/11/2020 Email from resident regarding Sports Park.
- 18.2. 27/11/2020 – Email from resident regarding community right to bid at the sport park.
- 18.3. 01/12/2020 – Email from KALC regarding updated guidance for the safe use of council buildings & guidance on enabling safe and effective volunteering.
- 19. Date of next meeting – 10th March 2021**
- 20. Questions from Committee Members and future agenda items**  
Questions from councillors shall be recorded in the minutes and responded to at a later date.