



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **AMENITIES COMMITTEE ON WEDNESDAY 12TH MAY 2021**
AT 19.30 IN THE **TOWNSEND HALL** AT THE KINGS HILL
COMMUNITY CENTRE

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO
ATTEND SUBJECT TO COVID19 RESTRICTIONS.**

Signed: *Julie Miller* Date of 6th May 2021
Clerk and Proper Officer Issue:
Members Cllr M Colman (Chair), Cllr S Barker, Cllr S Kirk, 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 10th March 2021. (*Minutes to be physically signed at next available opportunity*) Appendix A
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.

Strategic

6. **Plan for the strategic on-going development of the Council's amenities, making recommendations to the Council as appropriate.**
 - a) The Amenities committee to draw up a capital renewals programme for the parish council assets for recommendation to the Finance & Human Resources Committee. *Draft plan shown in Appendix B* Appendix B
7. **To note the decision of Full Council to move to monthly meetings without undertaking the need and costs analysis as recommended in the financial investigation.**

Open Spaces

8. **Allotments**
 - 8.1. To report the emergency tap repair at the allotment site at a cost of £137.19 inc VAT.
 - 8.2. To note reports of pests at the allotment site and the advice from the National Allotment Society.
 - 8.3. To receive update on the progress of the Allotment Interest Group placing CCTV signage at the allotment site.
 - 8.4. To note plot status. Appendix C

- 8.5. To consider Planning, Transport and Environment Committee request for a view on the need for additional allotment plots allocated in Phase 3 s106 planning obligations.
- 8.6. To consider the possible formation of an allotment user group to manage the allotments on behalf of the council. Appendix D

9. Motion from Councillors

- 9.1. Cllr Barker: To discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients.
- 9.2. Cllr Colman: To note the Kent Organic & Wildlife Gardening Group.

10. Open Spaces

- 10.1. To consider three year contract for the annual tree inspection. Appendix E

Community Centre

11. To note fixed wire report. Appendix F and G
12. New Hall
- 12.1. To consider naming the new hall after Mary Ellis who was a Spitfire pilot in WW2.
- 12.2. To consider the structure of the official opening event of the new hall.
- 12.3. To note protective coating applied to new hall floor (and existing) and to note hirer compliments.
- 12.4. To note further contribution to utilities by contractor - £365.75.
- 12.5. To consider issues with the acoustics in the new hall.
13. To note that the community centre reopened on 12th April 2021 and to consider COVID 19 risk assessment. Appendix H

Sports Park

14. To note final agreement of tmactive transfer and legal completion.
15. To note Licence to Alter for boiler room works is being included in the revised headlease and to consider latent defect claim.
16. To note Deputy Clerk is seeking funding for floodlights for the tennis courts.
17. Motions from Councillors
- 17.1. Cllr Kirk: To consider approaching Liberty Property Trust to ask them to fund floodlights for the new tennis courts.
- 17.2. Cllr Kirk: To receive response from Liberty Property Trust regarding what will happen to the land safeguarded for a church if no church is built within the required timeframe.

18. To note fixed wire report. Appendix I and J

Finance

19. Finance
- 19.1. To review financial statements to the end of March 2021 – **100% YTD** Appendix K
Councillors to review income performance and ensure spend costs are within the limits of the approved budgets.
Variations of expenditure in excess of 15%: (no new items to report)
- (a) KHSP Facility Maintenance Salaries – Furlough paid in advance of tmactive transfer and being claimed back from HMRC.
 - (b) KHSP Water – Overcharged credit being reclaimed over next three months.
 - (c) KHSP Maintenance Contracts – Annual invoices previously reported to committee

- (d) KHSP General repairs and maintenance – boiler works as previously reported to committee
- (e) KHSP Summer league expenditure – previously reported to committee
- (f) KHSP Performing rights licence – increase in fees from PRS
- (g) KHCC Office Staff Salaries – Offset against caretaker salaries – covering open/close duties due to lack of caretaking staff.
- (h) KHCC Maintenance Contracts inc PPM – Boiler works
- (i) KHCC Estate Management Fees – KHCC roof repairs
- (j) KHCC Event licence – Annual invoice previously reported to committee.
- (k) KHCC Marketing – excess expenditure approved by full council
- (l) KHSP Café general repairs and maintenance – repairs previously reported to committee.

19.2. To note emergency lighting repairs undertaken through emergency delegated powers at a cost of £330 plus VAT.

19.3. To note the Kings Hill Estate charge of £11,288.10 for 2021/2022.

19.4. To review Sales performance using income comparison reports.

Appendix L

*Councillors to review sales performance to discharge its power to oversee the management of the council's amenities. **Year End data available***

19.5. 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.

There are none.

19.6. 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.

There are none.

General Administration

20. To report external meetings with representatives of the Amenities Committee

There were none.

21. Correspondence and matters for information.

There are none.

22. Date of next meeting – To be agreed at the Annual General Meeting

23. Questions from Committee Members and future agenda items

23.1. To receive answers to questions from councillors since last meeting.

Appendix M

23.2. To note questions from councillors for which answers shall be responded to at the next meeting.