



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 13<sup>TH</sup> JANUARY 2021 AT 19:30**. THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

Present: Cllr S Barker; Cllr M Coleman, Cllr A Petty; Cllr N Sherlaw; Cllr D Waller

Apologies:

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), Cllr S Kirk, three Members of Public

**AM20/138. To receive and accept Apologies for Absence**  
There were none.

**AM20/139. To receive Declarations of Interest & Lobbying**  
There were none.

**AM20/140. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> November 2020 be approved and the minutes will be physically signed at the earliest opportunity. **MC**

**AM20/141. Chairman's Announcements** – to receive announcements  
There were none.

### Open Spaces

#### Allotments

**AM20/142.** To note three allotment tenancy agreements not received by deadline set by the council and action taken.  
An update was received and **noted**.

**AM20/143.** To receive allotment report and note plot status.  
The status of the plots were **noted**.

**AM20/144.** The fly tipping at the allotment site was **noted**.

**AM20/145.** 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.

It was **RESOLVED** to give permission to install the water harvesting facility at the communal shed. It was also **AGREED** to suggest two water butts and request that a plan is made for the excess drainage.

**CFO**

**AM20/146.** To note allotment holder refusing to lock the gate.  
This was **noted**.

**AM20/147.** To consider organising an allotment watch scheme.  
It was **RESOLVED** to contact Kent Police and the Community Safety Division at TMBC to see if this scheme is still running.

**Deputy Clerk**

**AM20/148.** To discuss the possible formation of an allotment user group to manage the allotments on behalf of the council.

After discussion it was **RESOLVED** to undertake investigations and place this on the May agenda.

**CFO/  
Amenities**

**Motion from Cllr Barker**

**AM20/149.** To discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients.

This was deferred to the next Amenities Committee meeting to be held in March 2021. It was **AGREED** that Cllr Barker would undertake some investigations into health and well being.

**Amenities  
/ SMB**

**AM20/150.** **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.**

This was **noted**.

**AM20/151.** **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.**

This was **noted**.

**Community Centre**

**AM20/152.** To note lease completion and pending preschool sub lease completion.

An update was received and it was **noted** that the headlease is now completed for the extension and the preschool sublease will be completed on Friday.

**AM20/153.** To note new hall handover/snagging underway and to consider fees in annual fee review at next meeting.

This was **noted**.

**AM20/154.** To receive Fire Risk Assessment – to note 'moderate' rating and required works. Three quotes being sought for consideration at next meeting.

This was **noted**.

**Sports Park**

**AM20/155.** To note decision by full council to accept initial proposal for third party management of Sports Park.

The decision made by Full Council to accept the initial proposal for third party management of the sports park was **noted**.

**AM20/156.** To note Sports Park boiler works investigation continuing and the requirement for a Licence to Alter from the landlord to carry out works.

It was **noted** that the landlord is drawing up a Licence to Alter.

**AM20/157.** To review research information on tennis courts.

The research was **noted** and it was **AGREED** that this would be reviewed further once the church building starts to progress.

**AM20/158.** To note answers to questions from Cllr Falzon-Thomas.

The questions raised by Cllr Falzon- Thomas in relation to:

- the definition of Elite Clubs,
- FA Rules

- reporting structures
- frequency that the Amenities Committee attend the Sports Park

were answered and **noted**.

## Finance

- AM20/159.** 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.  
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.  
 It was **RESOLVED** to investigate the electricity bills at the Sports Park. **Clerk**
- AM20/160.** To note new furlough application being considered by HMRC for KHCC and  
KHSP staff.  
 This was **noted** and it was reported that the application has been successful.  
 Cllr Waller asked for thanks to be **noted** to the clerk for working with HRMC  
 and TMBC on the furlough application.
- AM20/161.** To note successful grant application from Tonbridge & Malling Borough  
Council in the sum of £1,334. A further grant is being applied for.  
 This was **noted**.
- AM20/162.** To note contribution towards electricity usage at the community centre of  
£984.73 from contractor.  
 This contribution was **noted**.
- AM20/163.** 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.  
 The sales performance was **noted**.
- AM20/164.** 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**  
 It was **RESOLVED** to proceed with the fixed wiring testing works at a cost of **CFO**  
 £2,100.00.
- AM20/165.** 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 remaining £1,522**

It was **RESOLVED** to defer this item to the next financial year - 2021/2022. **Clerk**

### General Administration

**AM20/166. To report external meetings with representatives of the Amenities Committee**  
There were none.

#### Correspondence and matters for information

**AM20/167.** 10/11/2020 Email from resident regarding Sports Park. **Noted.**

**AM20/168.** 27/11/2020 – Email from resident regarding community right to bid at the sport park. **Noted.**

**AM20/169.** 01/12/2020 – Email from KALC regarding updated guidance for the safe use of council buildings & guidance on enabling safe and effective volunteering. **Noted.**

**AM20/170. Date of next meeting – 10<sup>th</sup> March 2021**

**AM20/171. Questions from Committee Members and future agenda items**  
Questions from councillors shall be recorded in the minutes and responded to at a later date.

**AM20/172.** Cllr Barker asked if there was now a need to promote the vacant allotments.

**AM20/173.** Cllr Barker asked when the Amenities will be considering the name of the new hall and the process for the official opening.

**AM20/174.** Cllr Barker asked whether the new hall will be included in the fire risk assessment.

**AM20/175.** Cllr Barker stated that she would like to ensure that the testing of the fire alarm is undertaken once the facility is re-opened.

**AM20/176.** Cllr Waller asked if there was a plan for the new hall.

**AM20/177.** Cllr Petty asked the clerk to supply the actual copies of the electricity bills for the sports park for this financial year.

The meeting was closed at 20.31 pm

Signed.....

Date.....