



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 9TH SEPTEMBER 2020 AT 19:30**. THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

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

Apologies: Cllr A Petty; Cllr C Finlay

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), Mr M Dean, (Chief Facility Officer).

AM20/56. To receive and accept Apologies for Absence
Apologies were received from Cllrs Finlay and Petty with reasons for absence. It was **RESOLVED** that the apologies be accepted.

AM20/57. To receive Declarations of Interest & Lobbying
There were none.

AM20/58. Minutes – It was **RESOLVED** that the minutes of the meeting held on 8th July 2020 be approved and the minutes will be physically signed at the earliest opportunity. **MC**

AM20/59. Chairman’s Announcements – to receive announcements
There were none.

Open Spaces

Allotments

AM20/60. To note update on the progress of the project by the Allotment Interest Group to level out the ground surrounding the communal shed.
This was **noted**.

AM20/61. To note update on shelf installation at allotment communal shed.
The shelf installation was **noted** and it was **RESOLVED** to liaise with the Allotment Interest Group regarding removing the books/ papers/ magazines in the communal shed due to COVID 19. **CFO**

AM20/62. To consider how the committee would like to proceed with the fencing works taking into account the current budget constraints.
It was **RESOLVED** to obtain funding for mending the car park fence through the county councils’ members grant. If this cannot be obtained it was **RESOLVED** to recommend that cost be included in the 2021/ 2022 budget. **Clerk**

AM20/63. To consider how the committee would like to proceed with the gate works taking into account the current budget constraints.
It was **RESOLVED** that no new gate would be required.

AM20/64. To consider how the committee would like to proceed with the perimeter fencing works taking into account the current budget constraints.
It was **RESOLVED** to obtain funding for mending the perimeter fence **Clerk**

through the county councils' members grant. If this cannot be obtained it was **RESOLVED** to recommend that cost be included in the 2021/ 2022 budget.

- AM20/65.** To note plot status.
The plot status was **noted**.
- AM20/66.** To note that the 2019/20 budget for the drainage works has been used to fund the council's deficit. The committee is asked to consider including a drainage budget line in the 2021/22 precept project budget.
It was **RESOLVED** to include the drainage works in the 2021/2022 precept project budget. **Clerk**
- AM20/67.** To note quotations are being sought in relation to the CCTV covering the allotment site.
This was **noted**.
- AM20/68.** To discuss the possible setting up of an allotment user group.
It was **RESOLVED** to defer this item to the Amenities Committee meeting to be held in January 2021. **Amenities**
- Play Areas and Assets**
- AM20/69.** To note that preliminary investigations continue with regard to the outdoor gym projects for Anson Avenue and the Sports Park.
This was **noted**.
- AM20/70.** To note unauthorised access to parish noticeboards.
This was **noted**.
- AM20/71.** **To note preliminary enquiries are underway with regard to projects for community payback scheme.**
An update was received and it was **noted** that the community payback scheme was undertaking due diligence.
- AM20/72.** **To consider the risk assessment in relation to the safety of the parade route and attendance of the Remembrance Day event 2020.**
It was **RESOLVED** not to proceed with this year's remembrance parade due to COVID 19 restrictions. **Deputy Clerk**
- AM20/73.** It was **RESOLVED** to liaise with the Royal British Legion and promote any projects in relation to Remembrance Day. **Deputy Clerk**
- AM20/74.** It was **RESOLVED** to liaise with the churches on Kings Hill and promote the Remembrance Day Service. **Deputy Clerk**
- Motion from Cllr Waller**
- AM20/75.** To consider requesting funding from Kent County Council for electric charging points for the community centre and sports park.
It was **RESOLVED** to liaise with Kent County Council to enquire if you can obtain funding if the land is leased where the proposed electric charging points will be installed. **Clerk**

Finance

- AM20/76.** To review financial statements for review and comment.
Councillors to review income performance and ensure spend costs are within

the limits of the approved budgets.

The financial statements were reviewed and the current income and expenditure figures against budget were **noted**.

- AM20/77.** To consider budget forecast for 2020-21
It was **RESOLVED** to recommend the amenities budget to the Finance & **FHR** Human Resources Committee.

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 AM20/78 to AM20/90

Meeting closed to public at 20.19

Community Centre

Operations

- AM20/78.** To receive operations report and consider recommendations contained within the report.
An update was received regarding the re-opening of the community centre and was **noted**.
- AM20/79.** An update on hirers and marketing was **noted**.
- AM20/80.** **To consider the purchase of new drawings and proceeding with the hiring of a specialist technician.**
It was **RESOLVED** to purchase the drawings and proceed with the hiring of a specialist technician. **CFO**
- AM20/81.** **To choose a contractor to undertake the periodic fixed wire testing to include a contingency of £200 to account for any changes in the quotation once on site.**
It was **RESOLVED** to proceed with the recommended contractor for the periodic fixed wire testing at a cost of £1,620 + VAT. **CFO**

Sports Park

Operations Report

- AM20/82.** To receive operations report and consider recommendations contained within the report.
It was **RESOLVED** to progress with an outside service tent for a trial period. This trial period will be measured against success criteria. **Clerk**
- AM20/83.** It was **RESOLVED** to temporarily suspend Sky and BT at the Sports Bar. **Clerk**
- AM20/84.** A report was received and it was **noted** that the mower is still being advertised for sale.
- AM20/85.** A report was received and the income and expenditure for the next season was **noted**. It was **RESOLVED** to thank the sports park staff for their hard work in gaining income for the sports park. **Clerk**
- AM20/86.** It was **RESOLVED** not to include pitches in the working group terms of reference. **Clerk**
- AM20/87.** To consider boiler works at Kings Hill sports park.

An update was received and the following latent defects was **noted**.

- Plant room ventilation.
- Riser cupboard (ground floor) ventilation.
- Riser cupboard (first floor) ventilation.

- AM20/88.** It was **RESOLVED** to proceed with the required ventilation works. **CFO**
- AM20/89.** After discussion it was **RESOLVED** for Officers to investigate the installation and certification latent defect. **Clerk**
- AM20/90.** **To consider email from Tom Tugendhat MP.**
It was **RESOLVED** to respond to Tom Tugendhat confirming that the parish council lease the sports park from Prologis and as such there are regular discussions regarding the lease. **Clerk**

The meeting was re-opened to the public at 21.08

- AM20/91. To report external meetings with representatives of the Amenities Committee**
There were none.
- AM20/92. Correspondence and matters for information**
There were none.
- AM20/93. Date of next meeting – 11th November 2020**
- Questions from Committee Members and future agenda items**
- AM20/94.** Cllr Barker requested that the following be added as a future agenda item "to discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients". **Amenities**

The meeting was closed at 21:12 pm

Signed.....

Date.....