



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 11<sup>TH</sup> NOVEMBER 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 C Finlay 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 Falzon-Thomas, Cllr S Kirk, Cllr N Redding, Six Members of Public

**AM20/95. To receive and accept Apologies for Absence**  
There were none.

**AM20/96. To receive Declarations of Interest & Lobbying**  
There were none.

**AM20/97. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 31<sup>st</sup> July 2020 and 9<sup>th</sup> September 2020 be approved and the minutes will be physically signed at the earliest opportunity. **MC**

**AM20/98. Chairman's Announcements** – to receive announcements  
There were none.

### Open Spaces

#### Allotments

**AM20/99.** To consider issuing a 30 days' notice to vacate for the 11 allotment holders who have failed to return a complete tenancy Agreement by the 1st November 2020 (the extended deadline from 29th September 2020).  
It was **RESOLVED** to issue a 30 days' notice to return the tenancy agreement before the termination notice to vacate is issued for the remaining allotment holders who have failed to return a completed tenancy agreement. **CFO**

**AM20/100.** To consider continuing with the current 30 days' notice to vacate served on plot 20 as they have still not returned their Tenancy Agreement.  
It was **RESOLVED** to issue a 30 days' notice to return the tenancy agreement before the termination notice to vacate is issued for the remaining allotment holders who have failed to return a completed tenancy agreement. **CFO**

**AM20/101.** To approve 6ft x 4ft greenhouse on allotment plot.  
It was **RESOLVED** to approve the 6ft x 4 ft greenhouse. **CFO**

**AM20/102.** To consider how to proceed with regard to CCTV at the allotment site.  
After discussion it was **RESOLVED** not to proceed with the CCTV at the allotment site and to place this on the parish council 5 year strategy. **Clerk**

**AM20/103.** It was **RESOLVED** to investigate the Allotment Watch Scheme. **CFO**

**AM20/104.** To consider request from the Allotment Interest Group to reverse decision

made at the September Amenities Meeting asking to remove magazines/ books/papers from the communal shed.

It was **RESOLVED** to continue with the original decision to remove magazines/ books/ papers and to review this decision in February 2021. **CFO**

**AM20/105.** To note that a funding application form has been sent to the County Members Fund for the mending of the car park fence and the allotment perimeter fencing.

It was **noted** that the funding application was successful.

**AM20/106.** To note plot status update.  
This was **noted**.

**AM20/107.** To note that discussing the possible setting up of an allotment user group will be on the January 2021 agenda.

This was **noted**.

#### **Motion from Cllr Barker**

**AM20/108.** 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 January 2021. **Amenities**

#### **Play Areas**

**AM20/109.** To note the annual play inspection reports.  
The play area inspections were **noted**.

**AM20/110.** **To receive annual tree inspection.**

The annual tree inspection was **noted** and it was **RESOLVED** to delegate the authority to proceed with the higher priority tree works to the clerk under S101 of The Local Government Act 1972. **Clerk**

#### **Motion from Cllr Waller**

**AM20/111.** To note response from Kent County Council regarding obtaining funding for electric charging points for the community centre and sports park if the land is leased and to note applications deadline has passed.

This was **noted**.

### **Finance**

**AM20/112.** To review financial statements to the end of September 2020. 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**. It was **RESOLVED** to undertake a review of the sports park budget and expenditure with recommendations for decreasing costs. **Clerk**

**AM20/113.** **To report external meetings with representatives of the Amenities Committee**

There were none.

**AM20/114.** **Correspondence and matters for information**

**AM20/115.** 21/09/2020 – Email from NALC regarding coronavirus update. **Noted**.

**AM20/116.** 09/10/2020 – Email from Liberty Property Trust regarding the pluto pipeline.  
**Noted.**

**AM20/117. Date of next meeting – 13th January 2021**

**AM20/118. Questions from Committee Members and future agenda items**  
**Questions from councillors shall be recorded in the minutes and responded to at a later date.**

Cllr Barker reported she had read an interesting document from the Association of Public Service Allotments. Cllr Barker will email this to the Deputy 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 AM20/119 to AM20/137**

*Meeting closed to public at 20.32*

### Community Centre

#### Operations

**AM20/119.** To receive operations report and consider recommendations contained within the report

The capacity reports were **noted**.

**AM20/120.** The bookings update was not reviewed.

**AM20/121.** The community centre extension update was not reviewed.

**AM20/122.** The community centre marketing plan was **noted**.

**AM20/123.** It was **RESOLVED** to defer the recommendations contained within the marketing plan to the next financial year.

**AM20/124.** It was **RESOLVED** to add the costs for year one of the marketing plan (£6,000) to the parish council budget for 2021/2022 and add to the 5 year strategy. **Clerk**

**AM20/125.** It was **RESOLVED** to add the costs for instructing Kings Hill Marketing to provide two leaflets to the parish council budget for 2021/2022 and add to the 5 year strategy. **Clerk**

**AM20/126.** An update was given on the community centre roof and it was **noted** that the landlord will be proceeding with the roof works at an approximate cost of £7,021.30. The works will be added to the 2021 service charge costs to be invoiced in quarter 2 of 2021. **Clerk**

**AM20/127.** To receive advice from Insurance company regarding fire doors under KHCC.  
The advice was received and it was **noted** that the parish council insurance recommendation is that the fire doors remain closed.

**AM20/128.** To receive update on issues with lift.  
An update was received and it was **noted** that the technical drawings are still awaited.

**Operations Report**

**AM20/129.** To receive operations report and consider recommendations contained within the report.

An update was received regarding bookings at the sports park.

**AM20/130.** An update was given on the second National Lockdown and it was **noted** that the sports park had elite bookings for some of this period.

**AM20/131.** A sports bar updated was received and **noted**.

**AM20/132.** It was **noted** that a Kings Hill resident had been awarded a Pride of Britain Award.

**AM20/133.** To note the change of location of the compound whilst the parking works are being undertaken.

The change of location was **noted**.

**AM20/134.** To receive update on boiler works at Kings Hill Sports Park and to note that initial investigations are underway regarding the installation of the boiler and certification latent defect.

An update was received and it was **noted** the Chief Facilities Officer was investigating this issue.

**CFO**

**Motion from Cllr Finlay**

**AM20/135.** To discuss a strategy for the tennis courts when located at the sports park.

It was **RESOLVED** to defer this item to the next Amenities Committee meeting to be held in January 2021.

**Amenities**

**AM20/136.** It was **RESOLVED** that work be undertaken in relation to the potential costs/charges for the tennis courts.

**Clerk**

**Complaints investigations**

**AM20/137.** This was **noted**.

The meeting was closed at 21:12 pm

Signed.....

Date.....