



MINUTES OF THE MEETING OF THE **AMENITIES COMMITTEE** HELD ON **WEDNESDAY 10<sup>TH</sup> MARCH 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 S Kirk; Cllr N Sherlaw; Cllr D Waller

Apologies: Cllr A Petty

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

**AM20/178. To receive and accept Apologies for Absence**

Apologies were received from Cllr Petty with no reason for absence. It was **RESOLVED** that the apologies be accepted.

**AM20/179. To receive Declarations of Interest & Lobbying**

Cllr Barker declared an interest in relation to item AM20/186 – Allotments.

**AM20/180. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 13<sup>th</sup> MC January 2021 be approved and the minutes will be physically signed at the earliest opportunity.

**AM20/181. Chairman's Announcements** – to receive announcements  
There were none.

### Open Spaces

#### Allotments

**AM20/182.** To note one allotment tenancy agreement has not been signed correctly and despite six months of chasing this has not been completed properly. The committee is asked to consider next steps.

It was reported to the committee that the allotment tenancy agreement has now been returned with all signatures in the correct place.

**AM20/183.** To note plot status.

The plot status was **noted**.

**AM20/184.** To note that an allotment watch scheme does not exist.

It was reported that both Tonbridge & Malling Borough Council Community Safety Division and Kent Police do not run an allotment watch scheme.

**AM20/185.** To note the possible formation of an allotment user group to manage the allotments on behalf of the council will be on the May agenda.

This was **noted**.

#### Motion from Cllr Barker

**AM20/186.** To discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients.

It was **RESOLVED** to defer this item to a future Amenities Committee Amenities

meeting.

### Open Spaces

- AM20/187.** To consider contract renewal for open spaces for 2021.  
It was **RESOLVED** to proceed with the open spaces contract for 2021 for the sum of £2,576.99. CFO
- AM20/188.** To consider the request for a new salt bin at Saxon Close from the 2022/2023 budget.  
It was **RESOLVED** to defer this item to June/ July 2021 Amenities
- AM20/189.** To note request to refill a salt bin at Anson Avenue. This will be completed when budgets allow.  
This was **noted**.

### Community Centre

- AM20/190.** **To note a grant of £4,000 was obtained for new flooring in the community centre and the work has been undertaken.**  
The grant was **noted**.
- Hall fees for 2021**
- AM20/191.** To consider the fees for the new hall with immediate effect and to approve the increase for the existing halls to take effect from 1st January 2022.  
After discussion it was **RESOLVED** to accept the new hire rates. Clerk
- AM20/192.** To consider a name for the new hall.  
It was **RESOLVED** for councillors to email to the clerk suggested names for the new hall and for this item to be discussed at the next Amenities Committee meeting. Amenities
- AM20/193.** **To note furniture acquired from Liberty property Trust.**  
It was **RESOLVED** for the clerk to thank all the staff that were involved with moving the furniture and to give Liberty Property Trust a formal thank you. Clerk
- AM20/194.** **To note letter from Borough Cllr Tanner suggesting a social club at the Community Centre and the council's request for a business plan before the idea can be progressed.**  
It was reported that Cllr Tanner has withdrawn the suggestion of a social club.

### Sports Park

- AM20/195.** **To note a second opinion is being sought from the landlord in relation to the council plumber's suggested boiler works.**  
This was **noted**.

### Finance

- AM20/196.** To review financial statements to the end of January 2021 – 83% 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 – Overcharged credit being reclaimed over next three months.
  - 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.

ClIr Kirk asked about the capital payment projects and it was reported that there were a number of capital projects and reserves that were agreed to be set aside in the budget for 2020/2021 however, due to the change in financial position following the pandemic these were stopped. The Coronavirus pandemic has led to the council using these monies to maintain the council's required financial break-even position.

ClIr Kirk asked about the electricity bills and it was explained that some bills were estimates and this matter is currently with the provider.

The financial reports were **noted**.

**AM20/197.** To note the Kings Hill Estate Management commercial budget 2021/2022.  
The annual Kings Hill Estate Management charge of £5,212.45 was **noted**.

**AM20/198.** To note the payment of £66 for the National Allotment Association membership.  
The membership charge of £66 for the National Allotment Association was **noted**.

**AM20/199.** 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. **No data due to national lockdown closure.**  
It was **noted** that there is no data due to national lockdown closure.

**AM20/200.** 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.  
It was **noted** that there are no items to consider.

**AM20/201.** 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) Community Centre Fire Panel Wiring £1,200.00 plus VAT  
(b) Passive Fire Stopper Survey £650.00 plus VAT  
(c) Fire door carpentry work £940.00 plus VAT  
(d) Community centre boiler service plus care plan £278 plus VAT  
Total £3,068  
**General Repairs and Maintenance Budget £4000 Actual YTD £2,726 remaining £1,274**  
**Total essential works exceeds budget by £1794. To consider viring £1274 from the unspent PPM Maintenance budget**

It was **RESOLVED** to change the boiler service care plan to a service Clerk maintenance plan. The cost would therefore change to £1,627 plus VAT.

**AM20/202.** It was **RESOLVED** to proceed with the above maintenance works and to vire Clerk

the monies from the PPM maintenance budget.

### General Administration

**AM20/203. To report external meetings with representatives of the Amenities Committee**

There were none.

**Correspondence and matters for information**

**AM20/204.** 29/01/2021 – Email from BT regarding price increases. **Noted.**

**AM20/205.** 21/01/2021 – Email from resident regarding investigations. **Noted.**

**AM20/206.** 10/02/2021 – Website enquiry form requesting a salt bin at Saxon Close. **Noted.**

**AM20/207.** 11/02/2021 – Email from resident regarding the refilling of a salt bin. **Noted.**

**AM20/208.** 16/02/2021 - National Allotments Week 2021. **Noted.** It was **AGREED** to inform the representative of the Allotment Information Group of the National Allotments Week. **Clerk**

**AM20/209. Date of next meeting – 12<sup>th</sup> May 2021**

**AM20/210. Questions from Committee Members and future agenda items**

To receive answers to questions from councillors since last meeting.

In response to Cllr Barker's question regarding promoting the vacant allotment plots it was explained that this will be actioned once restrictions are eased.

**AM20/211.** In response to Cllr Barker's question regarding the name of the new hall and process for the official opening it was confirmed that the opening shall be considered once the removal of restrictions has been officially confirmed.

**AM20/212.** In response to Cllr Barker's question asking if the new hall would be included in the fire risk assessment it was confirmed that once a new hall has been built a fire risk assessment has to be carried out. This has now been undertaken.

**AM20/213.** In response to Cllr Barker's statement stating that she would like to see the fire alarm tested once the community centre is reopen it was confirmed that this is a legal requirement and is undertaken by the Chief Facility Officer every 6 months.

**AM20/214.** To note questions from councillors for which answers shall be responded to at the next meeting.

**AM20/215.** Cllr Barker enquired if the elections on May 6<sup>th</sup> will be using the community centre as a voting station.

**AM20/216.** Cllr Barker enquired when Officers will be advertising the community centre for hire, (new facility and general facility).

**AM20/217.** Cllr Kirk asked if there was an event planned for the opening of the new hall, it was also suggested that councillors may wish to see the new hall before opening.

**AM20/218.** Cllr Kirk asked what the position was regarding a proposed outdoor gym.

**AM20/219.** Cllr Kirk asked if there was a plan to look at the deficit of bookings for the community centre, due to the pandemic.

Cllr Kirk asked if the replacement of the 3G crumb has been budgeted for in 2021.

The meeting was closed at 20.53 pm

Signed.....

Date.....