

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE OPEN SPACES & AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 20th NOVEMBER 2017**

PRESENT: (CLLRS), MRS J THWAITES, MRS A THROSSELL, MRS J DEARDEN,  
MRS K DENNISON, A MULCUCK, M PORTER  
MR N SAUNDERS (Grounds Supervisor)  
MRS P ALEXANDER (Administrative Assistant)

### 330. OPENING OF MEETING

The meeting was opened by the Vice Chair at 7.41pm and it was **NOTED** that former Chair Cllr A Piper had resigned from the Committee.

### 331. APOLOGIES FOR ABSENCE

There were no apologies.

### 332. DECLARATION OF MEMBERS' INTEREST

Cllr Mrs J Thwaites declared a personal interest in Item 339 as she retains an allotment. Cllr Mrs J Dearden declared a pecuniary interest in Item 333 as she owns the business occupying the former Guides section of the Cedar Rooms. Cllr T Mulcuck declared a personal interest in Item 342(a) as he is a member of the Bowls Club.

### 333. FINANCE

#### (a) Financial Analysis Month 6

The previously **CIRCULATED** financial analysis was **READ** and **NOTED**.

It was commented that it seemed odd to include the Lease fees 1031 and Cedar Room budgets 4014 and 1039 relating to utilities (especially for the Youth Club) now that the Pre-school utilities are on the Community Centre budget. It was felt that all maintenance and utilities for all buildings should be within the Community Centre budget, whether they are for hirers or leased organisations.

**RESOLVED** to speak with the Clerk as to whether it would be reasonable for the utilities and leases to be put with the maintenance budgets on the Community Centre budget.

### 334. ESTIMATES/5 YEAR PLAN FOR FINANCIAL YEAR 18/19

The previously **CIRCULATED** Estimates information was **READ** and **NOTED**, together with the quotations for the repairs/replacement fencing.

**RESOLVED** for the Quarry to be added to the 5 Year Plan to allow accrual for future maintenance.  
**RESOLVED** to agree the Fencing Quotations with areas 1-6 split between company a and b and that

the total cost of £13,625 be **RECOMMENDED** to the F&A Committee for consideration for the 2018/19 Capital Items budget. Further that if this is agreed then the £4,550 for fencing in the current (17/18) Capital Items budget be slipped forward to put towards the final total, reducing the final fencing total to £9,075 for the Capital Items Budget 2018/19.

**RESOLVED** if the Fencing Capital Items are agreed for NRRG then residents be contacted to ask if they require gates to be installed at their own cost.

**RESOLVED** to **RECOMMEND** the following Estimates be put forward for scrutiny by the Finance & Administrative Committee.

## OPEN SPACES & AMENITIES ESTIMATES 2018/19

<b>INCOME</b>		<b>REQUESTED 18/19 BUDGET</b>
1000	Miscellaneous Income	£0
1031	Lease fees (Petanque /Bowls/ Youth/DM)	£175
1037	Pitch Marking (4150)	£1,000
1039	Energy (Youth Centre) (4014)	£250
1041	Water (Bowls Reimbursement 4152)	£500
1043	Energy/Water (NRRG) (4113)	£300
1044	Admin Fees	£200
1045	Castle Colts FC	£250
1047	Petanque Electric	£50
1050	Cricket Club Fees	£460
1053	Ditton Minors FC	£2,000
1057	MUGA Users	£2,000
1061	Multi-Sports Users - Lights (Coins)	£500
1062	Multi Sports Users - Key Deposits	£0
1067	Insurance/Vandalism Claims	£0
1072	Footpath Maintenance(from KCC)	£870
1075	Churchyard Maintenance (Extras)	£180
1080	SSP/SMP	£0
1049	211 - Quarry Income	£100
1048	221 - Allotment Rents	£400
1077	221 - Allotment Keys (4163)	£0
1000	231 - Hanging baskets Misc	£0
1178	Capital Investment	£0
	<b>Total Income</b>	<b>£9,235</b>
<b>EXPENDITURE</b>		<b>REQUESTED 18/19 BUDGET</b>
4001	Salaries	£73,772
4004	Emergency Staff Cover/Overtime	£500
4005	NIC Employers	£4,600
4006	Superann Employers	£9,500
4009	Training	£500
4010	Mentor/Helpline Services	£810
4012	Water Supply (Allotments/Cricket/Cedar)	£200

4014	Electricity/Energy (Cedar Rooms - Youth Club/Mess Room) (1039)	£1,400
4021	Telephone Line Rental - Alarms	£360
4024	Subscriptions	£160
4025	Insurance (Tractor/Mower/Vehicle)	£1,200
4036	Repairs & Replacements	£2,000
4038	Property/Security Maintenance	£1,000
4039	Security (Playground Lockup/Keyholder)	£670
4040	Service Contracts (Chubb Electronic Alarm-Workshop))	£240
4043	Machinery Hire	£400
4044	Machinery Fuel	£1,000
4048	Tractor/Mower Repairs	£3,000
4067	Staff Welfare (Drinking water)	£350
4072	First Aid Equipment	£10
4101	War Memorial (Planting/Tidying)	£100
4113	Energy/Water (NRRG) (1043)	£250
4147	Pest Control	£100
4148	Multi Sports (Keys/minor repairs/floodlight bulbs)	£2,300
4149	General Treatments (Recreation grounds)	£3,500
4150	Football Pitches (Line marking)	£600
4151	Cricket Square	£350
4152	Bowls Green Water	£500
4153	Fencing Repairs	£500
4154	Playground Repairs	<b>£1,500</b>
4156	Village Green Costs	£50
4159	Trees/Planting	£1,000
4160	Protective Clothing	£350
4161	Tools/workshop supplies	£400
4164	Footpaths	£300
4167	Insured damage	£0
4166	211 - Quarry Maintenance	£1,000
4061	221 - Allotment Contingencies	£50
4163	221 - Refund of keys (1077)	£0
4165	221 - Allotment Refuse	£200
4103	231 - Hanging Baskets	£275
	Total Expenditure	<b>£114,997</b>
	Total Income	<b>£9,235</b>
	<b>GRAND BASIC TOTAL</b>	<b>£105,762</b>
<b>4998</b>	<b>TFR to Reserves (5Yr Plan)</b>	<b>£10,500</b>

4257	<b>Capital Items (may be reduced to £29,143 if Fencing agreed)</b>	<b>£33,693</b>
	<b>GRAND ESTIMATED TOTAL</b>	<b>£149,955</b>

### 335. **MACHINERY REPORT**

The previously **CIRCULATED** Machinery Report was **READ** and **NOTED**. The high repair costs to date this year for the gang mower and Kubota and for the servicing costs still to be added to the budget were **NOTED**. The recommendations on the summary page were discussed with the following resolutions.

#### **RESOLVED** to:

- dispose of the two rollers and replace the trolley jack
- add the requested items (Gang mower, strimmer and hedgecutter) to the Capital Items budget and **RECOMMEND** to the F&A Committee that they be considered for the 2018/19 budget.
- Ensure the continued accrual of the 5Yr Plan machinery money to replace the water bowser and 4 wheel mower in the next budget of 2019/20.
- Ensure that if the gang mower is replaced then the new equipment chosen should:
  1. Be able, as part of the demo, fit through the current compound gates and into the shed/garage for storage.
  2. Have a clear level and type of guaranteed warranty.
  3. Although the Committee opted to buy the mower, to enquire if there would be a servicing package that could start after the initial guarantee period.

### 336. **GROUNDS WORK UPDATE**

The previously circulated Report from the Grounds Staff Supervisor was **READ** and **NOTED** on the upcoming and recently completed works. Of particular interest was the Village Sign which has been refurbished and looks very vibrant. The ironwork to hold it in place has had to be replaced and as soon as it is ready the sign will be rehung back on the island at the entrance to Station Road.

### 337. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS**

- (a) Footpath Protection (Open Spaces Society) Update (Oct 2017, Page 112, Item 275(a))
- i) Quarry Circular Footpath Update (If available) (Oct 2017, Page 112, Item 275(a)(i))  
Questionnaires are still being requested and returned and a last push to try to reach even more dog walkers will be done before the application is put forward before the end of December.
  - ii) Golding Close/Woodlands Road Update (If available) (Oct 2017, Page 112, Item 275(a)(ii))  
This footpath will be highlighted in the Gazette and questionnaires made ready in the office.
  - iii) Medina Road/Nursery Road Update (If available) (Oct 2017, Page 112, Item 275(a)(iii))  
This footpath will also be highlighted in the Gazette and questionnaires made ready in the office.
- (b) Village Sign Refurbishment (Nov 2016 Estimates)

It was **NOTED** that the Village Sign had been returned and was awaiting re-installation once the accompanying ironwork had been replaced, as previously discussed in the Grounds Work Update.

338. **RECREATION GROUNDS MATTERS**

- (a) Ditton Minors Football Club – Refurbished NRRG Changing Rooms Update (Oct 2017, Page 112, Item 276(a))

It was **REPORTED** that a preliminary KCC Fire Risk Assessment had taken place on the changing rooms and that it was deemed to be a low risk, so there is no need to have a full assessment. Ditton Minors would be informed of this visit.

- (b) MultiSports - Change of Surface – Update (If available) (Oct 2017, Page 112, Item 276(b))

It was **NOTED** that the awaited American Health Report of 3G pitches has yet to be published.

- (c) LL Coaching Soccer Schools Request

The 2017/18 requests for Soccer Schools as previously **CIRCULATED** was **READ** and **NOTED**. The request covers Christmas, February half term, Easter and May half term school breaks.

**RESOLVED** to accede to this request subject to a signed disclaimer, £20 admin fee and copy of the appropriate insurance.

339. **ALLOTMENT MATTERS**

- (a) Tenancy Issues Update

It was **REPORTED** that the rents were coming in steadily and new tenancy agreements signed. Currently three plots were available to the waiting list.

- (b) Allotment Managers Meeting Report

The previously **CIRCULATED** report was **READ** and **NOTED**. Some allotment plots were highlighted as ones to watch, with one thought to be in a state of neglect. It was also noted that DATS had been successful in their bid for lottery funding for the shelter and loo.

**RESOLVED** to action the recommendations from the report including clearing the perimeter of the allotments of weeds/shrubbery.

340. **QUARRY LNR MATTERS**

The new comprehensive Management Report regarding the Quarry updated by Medway Valley Countryside Partnership was discussed and the Committee would like to pass on their thanks to them for their continued good works.

341. **TREES**

- (a) Kent Men of the Trees ‘Trees in the Village Competition’

It was **NOTED** that the winning tree from last year has now been planted and that Ditton had been highly commended again in this years competition.

342. **CORRESPONDENCE FOR DECISION – GENERAL**(a) **Bowls Club Requests**

The previously **CIRCULATED** correspondence regarding KBRG access gate and track was **READ** and **NOTED**.

**RESOLVED** to reply as follows:

- Gate to track: The two access gates would remain, however the lock on gate 1 would be moved to gate 2 to allow more cars to queue off the road.
- A quotation for a light to shine softly down onto the lock would be sought.
- Veolia Transporter Access to the track: It was agreed that access would be denied due to possible damage to the track and the proposed installation of a height barrier.
- Track: The Committee would like a site meeting to determine the type of the proposed surfacing and area of the car park to be resurfaced before permission can be given.

343. **CORRESPONDENCE FOR NOTING**

The following correspondence was **READ** and **NOTED**.

War Memorials Trust

Bulletin No 75 November 2017

CPRE Kent Voice

Autumn/Winter 2017

Kent County Playing Fields Assoc.

October 2017 Newsletter

344. **CLOSURE**

The meeting closed at 8.50pm.

Chairman  
4<sup>th</sup> December 2017