

## KEMSING PARISH COUNCIL

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### FACILITIES COMMITTEE

To: Members of the Facilities Committee

*You are hereby summoned to attend a meeting of the Committee for the purpose of transacting the following business.*

Signed: Y. Tredoux, Parish Clerk, 7 September 2020

### **AGENDA FOR A MEETING OF THE FACILITIES COMMITTEE**

**This meeting is scheduled to take place in the Small Hall, St. Edith Hall on Friday, 11 September 2020 at 10am subject to the Parish Council's approval for meetings to resume in person (to be approved on 9 September 2020).**

**If not approved the meeting will be held online via ZOOM (details to be confirmed)**

If any members of the public wish to view/listen or attend the meeting they should email the Clerk by noon on Thursday, 10 September 2020 to allow for social distancing measures to be considered in terms of number of persons in attendance.

**Please also note that it is mandatory to wear a face mask at all times when attending the meeting in person.**

#### **A G E N D A**

1. **APOLOGIES**

2. **MINUTES**

To approve the minutes of the meeting held on 12 August 2020, Ref FAC/02/2020.

3. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

*Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press will be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

(a) Public conveniences (Minute 6 (a) FAC/02/2020)

The site inspection took place on Friday, 21 August 2020.

To consider draft risk assessment, cleaning schedule and quotation for water checks.

*The meeting will be reconvened and opened to the Public and Press.*

(b) Fairfield Close (Site Visit) (Minute 3(a) FAC/01/2020)

(i) Vegetation overhanging footpath - the contractors confirmed that they can cut back branches overhanging the wooden fence and remove all cuttings away at a cost of £100 plus VAT. At the last meeting it was agreed to reconsider this during April 2020 (next financial year). This did not happen due to the pandemic. To consider.

(ii) Low hanging branches – It was suggested to trim lower hanging branches (lift canopy) of the trees in the grassed area. To consider.

(iii) Fencing along the grass/amenity area – Clerk had reminded contractors to quote for repairing/re-securing/replace a small number of rails. At the last meeting this was deferred

- (iv) Access (broken panel) – Clerk reminded Contractor to remove broken panel. At the last meeting it was agreed to defer until the start of the next financial year due to lack of funding. This did not happen due to the pandemic. To consider.
- (v) Nature Reserve Policy – The original licence lapsed following the death of the licensee who was responsible for the maintenance work on the land. The Parish Council's Nature Reserve policy was reviewed and deemed no longer necessary. At the last meeting it was agreed to recommend to full Council to formally cancel the licences and to revoke the Nature Reserve Policy (Kent Wildlife Trust to be informed accordingly). In progress (this could not be progressed due to the pandemic).
- (c) Fairfield Close - fallen tree (Minute 3(b) FAC/01/2020)  
Highway contractors did not ask for access via the Parish Council's land but it was noted that the tree had been cut up. Land Registry enquires will be made to establish the actual boundary.
- (d) Temporary access over car park - review current building work adjacent to car park (Minute 3(d) FAC/01/2020)  
The Parish Council has been asked to extend the existing agreement until 31<sup>st</sup> December 2020.  
  
Potholes – these have been filled.
- (e) Village car park – winter/snow clearance (Minute 3(e) FAC/01/2020)  
Arrangements with Sevenoaks District Council to grit the car park in the winter will be made.
- (f) Public conveniences refurbishment project – building surveys (Minute 3(f) FAC/01/2020)  
Arrangements for this are underway.
- (g) Defibrillator (Minute 3(h) FAC/01/2020)  
The Council has accepted the donation and approved a draft agreement for a local shop to store the defibrillator.
- (h) Notice boards (Minute 3(i) FAC/01/2020)  
At the last meeting a quotation for a replacement noticeboard at Noah's Ark (£690 + VAT) was noted but it was agreed to consider again in April 2020. Deferred to the next meeting [updated quotation to be obtained and land owner's permission needed as well as confirmation of underground utilities location].

Replacement notice board in Common Field Recreation Ground (near Church Lane entrance) to be considered in the next financial year (2020/2021).

- (i) Christmas tree at The Well area (Minute 5(a) FAC/01/2020)  
Various alternative options were considered at the last meeting when it was agreed to *two quotations:*
  - (i) *to plant a suitable tree such as a Norwegian Spruce, close to the current electricity supply to be connected with a small length of underground cable for the lights.*
  - (ii) *lay an underground electricity cable from the current supply to the big tree at the War Memorial to which the lights could be draped around.*

This has not taken place due to the pandemic. To consider way forward given the short time scale and financial impact for the above.

#### 4. **INSPECTION REPORTS**

Co-ordinators for public conveniences and car park inspections are reminded to send weekly inspection reports to the Clerk.

#### 5. **NEW MATTERS FOR CONSIDERATION**

- (a) The Well Area – painted rock 'snake' feature

A site meeting took place with the person who started this initiative on Friday, 4 September 2020. To consider options to find permanent location for the feature.

- (b) Village car park lights  
Both lights are currently out of order. Arrangements are being made to obtain a quotation for these to be repaired.
  - (c) Damaged wall at the horse trough  
Repairs have been completed.
  - (d) Wall at horse trough  
There are a number of areas where it is necessary to re-point the stone wall. A quotation is awaited.
  - (e) Kemsing Gardeners' Society  
To consider annual donation of £150.
6. **DATE OF NEXT MEETING**  
Wednesday, 20 November 2020