KENNINGTON COMMUNITY COUNCIL

BYBROOK-BOCKHANGER COMMUNITY

FACILITY COMMITTEE MINUTES 29th October 2020

The first Meeting of the Bybrook-Bockhanger Community Facility Committee

held on Thursday 29th October 2020 at 6:30pm via Zoom.

001/20BBCF **To note those present and list apologies for absence.**
Members: Cllr Alan Dean, Cllr Mark Silvester, Cllr Ellie Crook, Cllr Charles Ellis, Cllr John Seaton and Cllr Jane Martin
Also present: Cllr Alan Cooper (ex officio), Cllr Paul Bartlett, Cllr Shafi Khan, Cllr Christopher Morley Cllr Diccon Spain ((Bockhanger) and the Clerk.

002/20BBCF **To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.** None were declared.

003/20BBCF **To vote to elect a Chair of Committee.**

Chair - Cllr John Seaton nominated Cllr Alan Dean, seconded by Cllr Jane Martin and Cllr Ellie Crook. There were no further nomination and Cllr Alan Dean accepted position as Chair.

Vice Chair – Cllr Mark Silvester nominated Cllr Jane Martin and Cllr Ellie Crook nominated Cllr John Seaton.
Cllr Martin received two nominations Cllr Jane Martin and Cllr Mark Silvester
Cllr John Seaton received three nominations Cllr John Seaton, Cllr Charles Ellis and Cllr Ellie Crook.

004/20BBCF **To note Terms of Reference adopted at Council 14.10.20.** Terms of reference noted and fully accepted and adopted. To be reviewed when necessary.

005/20BBCF **Budgets: 2020/2021 - Consider, discuss, and agree to request to Council to increase budget line from £10,000 to £20,000 from with consequent reduction in "Unspent monies to reserves". Agreed:** Unanimously by all to go to Finance and General Purposes committee rather than Council that the increase is considered and revisions made and presented then to Council on 11.11.20.

- **Action: Clerk and Cllr Cooper to ensure incorporated in mid-year revisions on next Councils agenda**

Budgets 2021/2022 – Consider, discuss, and agree on budget request for 2021/22. This item was discussed after 006/20 Business Plan discussions.

Proposed by: Cllr Alan Cooper to request £20,000. Seconded by Cllr Ellie Crook and then agreed by all.

- **Action:** Clerk and Cllr Cooper for Finance and General Purposes Committee to ensure incorporated in budget for 2021/22

006/20BBCF **Business Plan – discuss and agree next actions.**

Note of thanks: Chair and seconded by all a note of appreciation to Cllr Paul Bartlett for his vital work to date on development the draft business plan.

Signed: Dated:

Meetings with ABC (Sharon Williams and Rebecca Wilcox)

- discussed and agreed that meetings with ABC best practice will now only take a maximum of two participants from the committee and representatives will be Cllr Dean and Cllr Seaton
- Amanda Scott also be a consideration as an invitee to meetings where appropriate
- Groups to be involved in future: Rylands Road Playground Project and further consideration will be looked into as this committee evolves

Shaping the Draft Business Plan: A discussion following the suggestion of a small sub hub working group to be established immediately to work on the current draft business plan for refinement to present to Novembers Council for agreement to then submitting initial/provisional plan to ABC as a matter of priority along with a covering letter to ABC. To note the business plan will be a working ever evolving plan which will develop over time and this is the initial draft only for ABC.

Covering letter to accompany business plan – the working group to consider the following hooks provided by Cllr Paul Bartlett to be incorporated in covering letter to ensure so the funding can be sourced from the Business Rates Income Reserve. The business plan has been developed to facilitate access to funding directed towards:

- Supporting demands from population growths and demographic changes,
- Mitigate impact of economic shocks,
- Ensure financial sustainability of public services,
- Support growth and sustainability of business rate growth, and
- Promote collaboration between authorities across Kent.

Proposed By: Cllr Diccon Spain, supported by Cllr Charles Ellis and seconded by Cllr Seaton for the subgroup to work briefly on a review of the draft business plan and refinement and concentration to then focus on the persuasive covering important accompanying letter. This proposal was agreed then by all.

- **Action:** Cllr Alan Dean, Cllr John Seaton, Cllr Jane Martin and Cllr Ellie Crook to form working group and review/refine draft business plan, to be circulated pre-Council on 11th November.
- **Action:** Subgroup (as detailed above for business plan) to work on the persuasive covering letter to accompany the business plan incorporating Cllr Bartletts comments above in relation ensuring funding can be sourced from the Business Rates Income Reserve.
- **Action:** Further development of the live developing business plan will be required in coming months and input from all Councillors will be valuable as this advances.

Timescales: (ABC scrutiny process usually commences the last week before Christmas and the first two weeks of the New Year). Recommended by Cllr Paul Bartlett that the plan and covering letter should be submitted by no later than the day after next Council (12.11.20)

- **Action:** Clerk to action immediately upon approval/agreement at Council and submitted to ABC

Design and Architecture process: Mark Quinn has agreed provisionally via confirmation to Cllr John Seaton to sponsor the design and architectural process, following discussions this item was agreed that this item be on next month's

agenda. Cllr Seaton to present a document detailing offer for discussion at the next Community Facility Committee.

- **Action**: Clerk to add to next agenda
- **Action:** Cllr Seaton to raise document for circulation and discussion.

007/20BBCF **Non-Councillor Members – to agree to advertise on Facebook and Website for non-councillor members to put themselves forward.**

- **Action:** Agreed by all to use our own Facebook and Website but develop first a clear noticeable advert of engagement that can then be shared also on Kennington Forum, Bockhanger and Bybrook Residents and Little Burton Farm Facebook Forums.
- **Action:** Communications team to be engaged for Kennington Community Corporate image to be incorporated on business plan.

008/20BBCF **Items for inclusion on the next agenda.** Design and Architecture process – Sponsorship offer from Quinn's, Budget follow up/review incorporating grant availability and sourcing, Business plan further development/review and next steps and a Road map (to be worked with Cllr Cooper, Cllr Dean and the Clerk) and the Management and Running of Facility.

009/20BBCF **To agree the date of the next meeting.** Meeting to follow next Council meeting approximately one month from date of this meeting, date tbc after Clerk reviewed current meeting schedule.

010/20BBCF **Close meeting.** The meeting closed at 20:21

Signed: Dated: