

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 8 JUNE 2015, 7.30PM  
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present:** Mr R Selkirk (Chairman)  
Mrs L Javens  
Mrs H Marlor  
Co-Opted Members:  
Miss I Macdonald  
Mr J Musker  
Also in Attendance:  
Mr J Collins (WMPC Employee)  
Mrs A Turner  
Two Allotment Tenants

Mrs Sarah Howard (Assistant Clerk )

Minute		Action by	Action taken	Response
15/252	<b>APOLOGIES FOR ABSENCE</b> were received from Mrs Y Smyth , Mr P Stevens and Mr M Doyle			
	As previously agreed, in the absence of the Chairman, Mr R Selkirk take the chair for the meeting.			
15/253	<b>DECLARATIONS OF INTEREST</b> – Mrs Javens declared an interest in 15/258 as she has family buried there. Mrs Javens also declared an interest in 15/261 as the hedge is on the boundary of her property.			
15/254	<b>ELECTION OF VICE-CHAIRMAN</b> It was agreed to defer this until the next meeting. Assistant Clerk to note for agenda	SH	✓	
15/255	<b>CO-OPTIONS</b> It was proposed that Mr Doyle, Rev Green, Miss Macdonald, Mr J Musker, Val Valvassura and Mr Mullins continue as co-opted members, subject to their consent.	SH	✓	
15/256	<b>MINUTES</b> of the meeting held on 9 March 2015 were approved and signed.			
15/	<b>MATTERS ARISING</b> from the minutes not otherwise on the agenda			
257.1	<b>(15/131) Allocation of Allotment Plots</b> – Mrs Marlor queried the allocation of half-plots to the existing tenant of the other half. Mr Selkirk explained that it had been formally agreed to give the tenant of the half-plot first refusal if the other half becomes vacant. If they did not want the other half then it would be offered to the first person on the waiting list.			
257.2	<b>Bushes and Trees Overhanging 18 Norman Road</b> - It was noted that a quotation had been received from Turfsoil for the cutting back of branches overhanging 18 Norman Road and impeding the view of 20mph sign for the sum of £280.00. There was £100 unspent in last year's budget and £100 allocated in this year's, leaving a shortfall of £80. Due to the nature of the work Mr Selkirk proposed that the quotation be accepted and asked that it be referred to Finance and General Purposes for shortfall to be met from reserves. Seconded by Mrs Marlor.	SH	✓	

	<p>Mrs Marlor said that the grass round the new bench seating needs cutting as very overgrown. The main area is cut by Landscape Services using a large gang-mower so possibly the grass around the benches is missed. It was agreed that Mr Moon be asked if he could strim this area.</p> <p>Mrs Marlor said about the suckers around the base of the tree by the benches. These need to be cut back and the surrounding area kept free of weeds. It was agreed that Mr Moon be asked to strim back the area.</p>			
<b>257.3</b>	<p><b>Tennis Court Fencing</b></p> <p>It was noted that two quotations had been received from Collinson Contracts for the repair of the fencing and for renewal as follows:</p> <p>to supply labour, plant and materials to take down 9no bays of welded mesh and set aside for re use. To remove 9no posts and replace with new 50mmx50mm green painted angle iron posts each let into the ground and surrounded with concrete. To re-install welded mesh to new posts allowing for replacing approximately 3m. Also to install 1no patch repair to opposite side of the courts for the sum of £2696.90 + VAT.</p> <p>To supply and erect approximately 32m of 3m high green coated mesh panel fencing with panels consisting of 6mm vertical wires and 2no 8mm horizontal wires with apertures of 200mmx50mm supported on 60mmx60mm posts each let into the ground and surrounded with concrete for the sum of £3746.86 + VAT.</p> <p>Mr Selkirk said that there are no monies budgeted for this work and asked that it be referred to Finance and General Purposes for discussion. Seconded by Mrs Marlor.</p> <p>After discussion it was agreed to close the tennis courts, until further notice, due to health and safety issues. Mr Collins was asked to lock the two gates with padlocks. The Clerk was asked to provide signs to put on the courts to explain the closure.</p>	<b>SH</b>	✓	
<b>15/</b>	<b><u>CHURCHYARDS</u></b>			
<b>258.1</b>	<p><b><u>Report from Rev David Green</u></b></p> <p>In the absence of Rev David Green Miss Macdonald said that they were very pleased with the grass cutting carried out by Turfsoil. Mr Musker said that they were also happy with the tree work carried out by Down-to-Earth.</p> <p>Mr Selkirk said about the setting up of a four year Management Plan for the churchyard. It was suggested that a site meeting take place, date to be agreed.</p>			
<b>258.2</b>	<p><b><u>Churchyard specification</u></b></p> <p>The Assistant Clerk circulated the existing grounds maintenance specification to enable members to review it.</p> <p>It was agreed that the Churchyard Specification be put out to tender, date to be agreed at September Meeting (see Appendix 1); deadline for receipt of tenders is 6 November 2015.</p> <p>Miss Macdonald and Mr Musker left the meeting at 8.10p.m.</p>	<b>SH</b>	✓	
<b>15/</b>	<b><u>ALLOTMENTS</u></b>			
<b>259.1</b>	<p><b><u>Allotment Report from WMPC</u></b></p> <p>Mr Stevens has agreed to carry out the allotment inspections on behalf of WMPC as from next month.</p>			

259.2	<p><b><u>Allotment Report from Ryarsh Lane Allotment Society</u></b></p> <p>Mr Cross had carried out the RLAS report in the absence of Sean Mullins. The general condition of the site is good. It was agreed that no action be taken at this time.</p> <p>Mr Selkirk said about the setting up of a four year Management Plan for the allotments.</p> <p>The Assistant Clerk reported that the tenant of plot 28, who took over the plot end of February, has uncovered a significant amount of broken glass in the undergrowth. There are other items which were discarded but these can be adapted for use or disposal. The Assistant Clerk was asked to instruct a contractor to clear and dispose of the glass.</p> <p>The Assistant Clerk was asked to get Mr Moon to take water meter readings at the end of each month.</p> <p>Mr Selkirk said about setting up a 4 year Management Plan for the allotments</p>	SH	✓
259.3	<p><b><u>Fencing Project Fund</u></b></p> <p>Discussion took place regarding the costings obtained by the RLAS. The Assistant Clerk was asked to check with Mr Mullins to see if he had received an updated quotation. If he had not she was asked to contact Ray Berwick directly and request that the quotation be received by the end of the month. If the quotation was over the sum of £1000 it would need to go out to tender.</p>	SH	
259.4	<p><b><u>Dogs on Allotment Site</u></b></p> <p>Mr Selkirk declared an interest in this matter as he has an allotment plot and takes his dog to the site.</p> <p>The Assistant Clerk provided a copy of the allotment tenancy agreement and reported on 4(d) "no dog shall be brought into or kept in the area of the allotments by the tenant or anyone acting with his authority or approval". It was agreed that a letter be sent to all tenants reminding them that dog are not allowed on the site. The Assistant Clerk was asked to attach notices to the gates.</p>	SH	✓
259.5	<p><b><u>Allotment Specification</u></b></p> <p>The Assistant Clerk circulated the existing Allotment Specification to enable members to view it. It was agreed that the timing of the hedge-cutting to be annually in July and that it be to a height of 1.8m measured from ground level on the cricket meadow side and 1.8m measured from the base of the agricultural gates on the Ryarsh Lane side. The strimming of unused plots to be quoted for half plots.</p> <p>Subject to these amendments it was agreed that the Allotment Specification be put out to tender, date to be agreed at the September Meeting (see Appendix 2); deadline for receipt of tenders is 6 November 2015.</p> <p>Discussion took place regarding the existing height of the hedge. It was felt that Turfsoil had not cut the hedge on the boundary of the Cricket Meadow low enough. The Assistant Clerk was asked to contact them and request that they re-cut the hedge as a gesture of good will.</p> <p>The Assistant Clerk was asked to chase Turfsoil regarding the weedkilling of the footpath between Ryarsh Lane and the Cricket Meadow.</p> <p>An allotment tenant said about the dog mess by the main gate into the allotment. The Assistant Clerk was asked to contact the Dog Warden.</p> <p>Mr Cross left the meeting at 9.05pm.</p>	SH	✓

15/260	<p><b><u>Macey's Meadow</u></b></p> <p>Mr Doyle had provided a report on Macey's Meadow. With regard to the holly tree next to the allotments they have decided that they do not have the equipment or expertise to carry out major pruning. It was also clear that removing heavy branches would cause a lot of damage to the adjacent allotments and the perimeter fence. Therefore, they will need to engage professionals which will have cost implications. This matter should be dealt with through Macey's Meadow Committee.</p> <p>He said that the event in May was successful and hope to repeat next year.</p> <p>Comment was made about the lack of advertising for the event. It was suggested that Pippa Palmer advertise the event on the Magnificent Meadows Project website.</p>		
	<p><b><u>Children's Play Area</u></b></p>		
15/261	<p><b><u>Play Equipment Inspection Report</u></b></p> <p>It was noted that a quotation had been received for repairs to the play equipment as per the inspection report:</p> <p>Gate – adjust self closer - £31.50 (low risk)  Spring Bird – Re-tension loose handles to item- £5.00 (Medium risk)  Spring Board – to pattern and replace top plank on item with new timber board - £215.00 (high risk)</p> <p>The Assistant Clerk reported that the Junior Picnic Table top had now come away from the base completely.</p> <p>Mr Selkirk proposed that repairs be carried out to the Spring Bird, Spring Board. The Picnic Table top be replaced as soon as possible. Seconded by Mrs Marlor.</p> <p>Mrs Javens said about the overgrown hedge on the rear boundary of her property and the play area. She said that part of the fencing has broken down. She asked if a site meeting could take place to discuss the future cutting of the hedge. It was agreed that a meeting take place before the next Amenities Meeting on Monday 13 July 2015 at 7.15pm.</p> <p>The Assistant Clerk was asked to check the ownership of the fencing/hedge.</p> <p>Mr Selkirk said about setting up a 4 year management plan for the ball park, playing fields and play area.</p>	SH	✓
15/262	<p><b><u>Ball Park</u></b></p>		
	<p>It was noted that an invoice had been received from West Malling CEP Academy for the Parish Council's contribution towards repairs to the ball park for the sum of £925.00.</p> <p>The school reported that large groups of youths congregate in the ball park most evenings and that motorbikes had been witnessed being used. This has been reported to the local PCSO. They are worried more damage could be caused.</p> <p>The Assistant Clerk was asked to contact the PCSO and request that he patrol the ball park regularly. Members of the public should report any bad behaviour, immediately, to the Police on 101. Mrs Marlor suggested that the Assistant Clerk contact the Community Safety Partnership at the Borough Council.</p>	SH	✓
15/263	<p><b><u>Football Pitch</u></b></p>		
	<p><b><u>Repairs to Damaged Football Goal Posts</u></b></p> <p>It was noted that emergency work had been carried out by Turfsoil to supply plant labour and materials to dismantle damaged football goal post, dispose of damaged upright and</p>		

	<p>replace with new and re-erect for football match for the sum of £295.00 + VAT. This action was ratified by Members.</p> <p>Discussion took place regarding the removal of the goal posts after a match. This will be discussed further when considering a Management Plan.</p>			
<b>15/264</b>	<b><u>Norman Road Playing Field and Children's Playground Specification.</u></b>			
	<p>The Assistant Clerk circulated the existing Playing Field and Children's Playground Specification to enable members to view it. It was agreed that the weeding of the flower beds be removed, marking of the football pitches should be carried out within 24 hours of request and that the goal mouths be cordoned off to allow the grass to grow.</p> <p>Discussion took place regarding the cutting of the boundary hedges and it was agreed to inspect these before the next meeting. The Assistant Clerk was asked to provide a site map of the area.</p> <p>It was agreed that the Playing Field and Children's Playground Specification be discussed further at the next meeting.</p> <p>The Assistant Clerk was asked to find out which Herbicide is used by the Football Association.</p>	SH	✓	
<b>15/265</b>	<b><u>Village Hall</u></b>			
	<b><u>Application for a Hog Roast at Wedding Reception</u></b>	SH	✓	
	<p>It was noted that an application had been received for a hog roast at a wedding reception on 16<sup>th</sup> July 2016 at the village Hall. The Assistant Clerk said that the Council had agreed, in May 2013, that no hog roasts or bbq take place in the village hall due to safety considerations. It was agreed that a letter be sent to the applicant saying we do not permit hog roasts.</p>			
	<b><u>Tourism, Entertainment &amp; the Arts</u></b>			
<b>15/266</b>	<b><u>Heritage Open Days</u></b>	SH	✓	
	<p>It was noted that the Borough Council are co-ordinating the Heritage Open Days leaflet. The Assistant Clerk was asked to contact the Chairman of the Malling Society for a list of events.</p>			
<b>15/267</b>	<b><u>Open Space Society</u></b>			
	<p>It was noted that the Spring 2015 issue had been received. Mrs Marlor took this to read.</p>			
<b>15/268</b>	<b><u>Walking for Health Leaflet 2015</u></b>			
	<p>It was noted that a leaflet had been received with details of Tonbridge &amp; Malling Borough Council's free Health Walks for 2015. Members were disappointed that there were not any walks in West Malling.</p>			
	<b><u>Youth Issues</u></b>			
<b>15/269</b>	<b><u>Try Angle Award 2015 – West Kent Area</u></b>	SH	✓	
	<p>It was noted that the Try Angle Awards will take place on Thursday 23<sup>rd</sup> July 2015 at the MAC Theatre, K College, Tonbridge, to celebrate young people's achievements. The Assistant Clerk was asked to find out if anyone in West Malling had been nominated.</p>			
<b>15/270</b>	<b><u>Questions from Members of the Public and Councillors</u></b>	SH		
	<p>Mr Collins said about the pot hole in the Village Hall car park. The Assistant Clerk was</p>			

	asked to obtain a quote for the work.			
	<b>Date of next Meeting</b> – Monday 13 July 2015 (joint Allotments and Churchyards)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.50p.m.			
	Signed.....			
	Date .....			