

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 14 DECEMBER 2015, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: **Mr P Stevens (Chairman)**
 Mrs L Javens
 Mr R Selkirk
 Mrs Y Smyth

Co-opted Members:
Mr M Doyle
Rev Green
Ms I Macdonald

Minute		Action by	Action taken	Response
15/	<u>APOLOGIES FOR ABSENCE</u> – none received.			
15/	<u>DECLARATION OF INTEREST</u> – Mr Stevens declared an interest in [insert] as he is related to the Martin family.			
15/	<u>MINUTES</u> – of the Meeting held on Monday 9 November 2015 were approved and signed.			
15/	<u>MATTERS ARISING</u> – from the Minutes not otherwise on the Agenda			
	<u>(543.6) – Allotment Management Plan Working Group</u> – Mr Selkirk said that the allotment society had suggested a couple of minor changes to the Allotment Management Plan. To be discussed further at the next meeting.			
15/	<u>CHURCHYARD</u>			
15/	<p><u>Report by Rev Green,</u></p> <p>1.Tree work in 2016</p> <p>As we noted at the October meeting of the Amenities Committee, in thinking ahead to 2015-16 the five year plan arising from the 2012 Tree Survey has some work remaining in year two and the start of year 3.</p> <p>This work involves the the removal of two cherries in the vicinity of 1 Churchfields which are starting to lift headstones and cause damage to graves, completing the work in this five period on the major Lime Tree (T7) that sits alongside the footpath (the one nearest to the Church building) by thinning its crown by 20-25%, raising the canopy on a London Plane Tree (T46) and the removal of major dead wood from a Wild Cherry Tree (T44) – both situated in the north-west annexe.</p> <p>Progress since we last met</p> <p>♣ The Faculty paperwork for the two Cherry Trees is with the Diocesan</p>	SH	✓	

Chancellor and the Public Notice period has expired without incident. Once the faculty is granted, we will have six months to do the work.

❖ It's worth noting the sensitivity of the location of the Cherry Trees given that are in the middle of several graves (the families have been notified of our intentions).

❖ Jenifa Muscat, the Church Administrator, has been able to finalise the third quote from Quality Tree Care.

❖ At the November meeting, the minutes of the Amenities Committee record a draft budget from WMPC of £1,110 for tree maintenance in 2016-17.

Seeking quotes

Following Parish Council's direction, Jenifa Muscat, our Church Administrator, has been liaising with a number of companies about quotes for the tree work. As follows:

Remaining Year 2 and Year 3 costs

- TreeAbility £1,460 + VAT
- Down to Earth £1,850 + VAT
- Quality Tree Care (Keven Watt) £2,550 + VAT

Down to Earth have done all the work thus far in years 1 and 2, as well as the original survey. Their work has been of a very high quality. It would be my preference to engage them for the next tranche of work.
14 December 2015

Proposals

In addition to the available money from West Malling Parish Council, I think I can secure a further £1,000 in the St Mary's PCC budget for 2016 giving us a rough overall budget of £2,100. Therefore, in order of priority, I propose we seek to accomplish the following work (figures quoted are *Down to Earth's* figures):

Remaining work from Year Two

- 1. Fell and remove stump of T25, Cherry £ 407.00 + VAT
- 2. Fell and remove stump of T29, Cherry £ 296.00 + VAT

From Year Three

- 3. Remove major dead wood from T44, Wild Cherry £ 185.00 + VAT

Sub-total	£ 888.00 + VAT
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If £1,000 of PCC funding is agreed.

- 4. Thin crown by 25% of T7, Lime £ 888.00 + VAT

Sub-total	£ 1,776.00 + VAT
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	<p>Most likely moving into 2017-18 work:</p> <table border="1" data-bbox="260 190 1331 264"> <tr> <td data-bbox="260 190 798 226">5. Raise low canopy of T46, London Plane</td> <td data-bbox="798 190 1331 226">£ 74.00 + VAT</td> </tr> <tr> <td data-bbox="260 226 798 264">Overall total</td> <td data-bbox="798 226 1331 264">£1, 850.00 + VAT</td> </tr> </table> <p><i>Down to Earth</i> have done all the work thus far in years 1 and 2, as well as the original survey. Their work has been of a very high quality. While their quote is not the cheapest, I would still support the use of <i>Down to Earth</i> due to their prior knowledge of the Churchyard, and their assistance with TMBC tree and conservation officers and the Faculty system (which is very valuable and saves time for both WMPC and the PCC).</p> <p>Given their previous history with the Churchyard, I think I may be able to get them to do the work for the costs in their original 2012 survey and which may enable the London Plane Tree to be covered as well.</p> <p>I would ask the Council to consider this matter and to agree a contractor so that work can begin as soon as possible.</p> <p>2. In other matters</p> <p>The Diocesan Chancellor granted a faculty for the installation of a new Churchyard bench earlier this month. Requested and to be purchased by the Martin family in memory of Alan and Beryl Martin, former owners of the Cabin Sweetshop in West Malling, the bench is expected to be installed early next year and will replace the bench near the allotments at the gateway to the north-west annexe.</p> <p>Finally, I note from the November minutes that money and energy is being placed into maintenance work for the War Memorial. While I strongly support the need to give the memorial some care and attention, can I draw the committee’s attention to the War Memorials Trust who make grants for the protection and conservation of the UK’s war memorials. Before any money is spent, it would be worth speaking to the Trust to see if we might qualify for financial help. http://www.warmemorials.org</p> <p>It was agreed that Down to Earth carry out the tree work for year 2. Rev Green said he would arrange for Jenifa Muscat to instruct them.</p> <p>It was noted that a quote had been received from Heritage Stone Restoration, as follows:</p> <p>Carefully DOFF clean the entire War Memorial base plinth and associated paving bringing back to the best possible cleaned condition. Carefully cut away and repoint all open and defective stonework jointing using Masons putty For the sum of £926.00 +VAT</p> <p>Rev Green said he would provide the Assistant Clerk with details of a stonemason approved by the Diocese and who has carried out work at Churchyard in the past. The Assistant Clerk to contact them.</p> <p>The Assistant Clerk said that she had downloaded the paperwork from the War Memorials Trust for a grant.</p>	5. Raise low canopy of T46, London Plane	£ 74.00 + VAT	Overall total	£1, 850.00 + VAT		
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15/	<p><u>To Receive a Report from the Churchyard Management Plan Working Group</u></p> <p>It was agreed to defer this to the January meeting.</p>						

	Rev Green and Ms Macdonald left the meeting at 8.04p.m.			
15/	<u>ALLOTMENTS</u>			
	<p><u>Rabbit Proof Fencing</u></p> <p>Mr Stevens said that himself, Mr Mullins and the Assistant Clerk had met onsite with the contractor. It was agreed that a letter be sent to the tenants of plots 5A and 5B as access for machinery will be required along the path from the plots to the footpath boundary fencing. A minimum of a 4ft wide strip is needed to be kept clear from the hedge on Ryarsh Lane to the hedge on the boundary of the Cricket Meadow. Any produce or coverings will need to be removed before date of commencement. A further letter should be sent to the tenant of plot 27 as the area of land at the top of the plot needs to be cleared.</p> <p>It was noted that a quotation had been received from McVeigh Parker & Co Ltd for two new replacement metal gates and four posts for the sum of £186.66 + VAT The Assistant Clerk said she had passed the information to the contractor and he agreed the specification. It was agreed that the quotation be accepted.</p>	SH	✓	
	<p><u>To Propose a Change to the Tenancy Agreement to be Implemented in November 2017</u></p> <p>It was agreed that the following proposal to change the Tenancy Agreement in November 2017 be recommended to Full Council for approval, as follows:</p> <ul style="list-style-type: none"> • Addition of an extra clause stating that individual tenants are required to maintain the internal hedge adjacent to their plot. Taking care to avoid times when birds are nesting. 	SH	✓	
	<p><u>Allotment Deposit Refunds</u></p> <p>It was agreed that Mr Stevens inspect the relinquished plots before deposits are returned.</p>	PS	✓	
15/	<p><u>MACEY'S MEADOW</u></p> <p>Mr Doyle reported that the hedge cutting had been completed. The wood will be chipped and spread along the footpaths in the meadow. They are proposing to carry out crown lifts on some trees.</p> <p>The next major event at the Meadow will be a fundraising run on Sunday 13 March 2016. It is proposed that the West Malling Primary School plan to run from the school across the Cricket Meadow and around Macey's Meadow.</p>			
15/	<p><u>PLAYING FIELDS</u></p> <p>Mrs Javens said that the slabs under the pedestrian gate at the top of the playing fields had still not been installed. The Assistant Clerk will chase turfsoil.</p>	SH	✓	
15/	<u>CRICKET MEADOW</u>			
	<p><u>Friday Fit</u></p> <p>It was noted that a request had been received to provide easily accessible, family friendly exercise sessions on the Cricket Meadow on a Friday morning. They have contacted the Cricket Club who responded as follows:</p> <ul style="list-style-type: none"> • "Many thanks for your enquiry about using the Cricket Meadow for personal training sessions. We actually lease the land from the Parish Council as they are the legal land owners. The ground is a public place that we look after for the purposes of all things cricket. We only ask that if you do use the ground that you 	SH		

	<p>don't encroach on the cricket square (which is already roped off) and also the area around the main pavilion/clubhouse,"</p> <p>Considerable discussion took place and although WMPC support in principle it should be referred back to the Cricket Club as we are concerned about over use of the ground and setting a precedent for other training sessions. Concerns were raised regarding children being present especially as the Meadow was used by dog walkers and the commercial gain to be made.</p>			
15/	<p><u>BALL PARK</u></p> <p>It was noted that West Malling Primary School decided that a net over the ballpark would be too expensive, and apparently some have been removed as they acted as a climbing frame. There is a possibility the School have found a way of increasing the capacity of the CCTV system at no extra cost but this is to be confirmed. The Assistant Clerk was asked to ask the School how much they had been quoted for the net.</p>	SH		
15/	<p><u>LAND WEST OF AGE CONCERN</u></p> <p>It was noted that the planning application for the removal of two trees had been received by the Borough Council.</p>			
15/	<p><u>VILLAGE HALL</u></p>			
	<p><u>Increase in Hire Fees from 1 January 2016</u></p> <p>It was noted that the hire fees for the Village Hall will increase from £12ph to £13ph as from 1 January 2016.</p>			
	<p><u>Monday Evening Meetings</u></p> <p>It was noted that a polite request had been received from the Yoga Class to try and keep quiet when leaving evening meetings between 8.30-9.15p.m. as this is their relaxation time and noise disturbs their concentration.</p>			
15/	<p><u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u></p>			
	<p><u>Kitchen Caddies for Kitchen Waste</u></p> <p>It was noted that the Borough Council have a supply of kitchen caddies together with a stock of sample paper caddy liners which can be requested by Parish Councils for distribution to residents via their council offices or events. They are also available through TMBC's receptions at Kings Hill and Tonbridge Gateway.</p>			
	<p><u>Clean for the Queen – 4-6 March 2016</u></p> <p>Clean for the Queen is a campaign to clear up Britain in time for Her Majesty's 90th Birthday, which will be officially celebrated in June 2016. Individuals, volunteer groups, local councils, businesses and schools are requested to take part. Please register any interest at www.cleanforthequeen.co.uk/home/2365.</p>			
	<p><u>Christmas Tree Recycling</u></p> <p>T&MBC ask that old Christmas Trees be recycled in or alongside the green-lidded wheeled bin for composting. Please ensure that all decorations are removed. Mr Selkirk requested a copy of the notice.</p>	SH	✓	
15/	<p><u>TOURISM, ENTERTAINMENT & THE ARTS</u></p>			
	<p><u>Winter Fun an New for 2016 at Bore Place in Kent</u></p>			

	It was noted that there are new courses being run at Bore Place in Kent in the New Year. Courses such as feel good food, baking bread, introduction to garden permaculture and indulgent chocoholics course. Details are held in the WMPC office.			
15/	<u>FINANCE</u>			
	<p><u>Draft Budget</u></p> <p>It was noted that amendments had been made to the draft budget for 2016/17, as follows:</p> <p><u>Churchyard</u> <u>Payments</u> Addition of other maintenance £209.00</p> <p><u>THE TWITCH INN</u> <u>Payments</u> Service Charges £5000.00</p> <p>A further amendment was made to the draft budget for Churchyard as the tree work for 2016/17 is £1120.00 therefore other maintenance was reduced to £199.00</p>			
15/	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Mr Stevens reported that the contents of a suitcase had been strewn down High Street to Town Hill. It is likely that it had been left outside a charity shop. T&MBC had cleared the contents. Mr Selkirk said the area concerned was covered by CCTV and the Assistant Clerk was asked to contact the Borough Council to find out if it had been monitored and to thank them in their quick response to clearing up.</p>	SH		
	<u>DATE OF NEXT MEETING:</u> Monday 11 January 2016 (concentrating on Allotments)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.15p.m.			
	Signed..... Date.....			