

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON WEDNESDAY 4 MAY 2016 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Mr J Galloway – RLAS Chairman
 Two Allotment Tenants

Mrs Sarah Howard (Assistant Clerk)

Minute		Action by	Action taken	Response
16/241	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Y Smyth, Ms I Macdonald and Mr M Doyle			
16/242	<u>DECLARATIONS OF INTEREST</u> – none other than those already routinely declared.			
16/243	<u>MINUTES</u> – Minutes of the Meeting held on Monday 4 April 2016 were approved and signed.			
16/244	<p><u>MATTERS ARISING</u> - from the Minutes not otherwise on the agenda</p> <p>(16/145.1) Mr Stevens asked if a reply had been received from the Cricket Club regarding the exercise class. To date a reply had not been received.</p> <p>(15/151.1) Mr Stevens reported that a reply had been received from the Waste Services Manager at the Borough Council regarding the dog waste bin / littering at the Cricket Ground they can advise that their CSU colleagues are aware of this in respect of the anti-social behaviour. They have asked their Waste and Enforcement Officer to keep an eye on the emptying of this bin. They are not proposing to increase the emptying frequency at present as this will not solve the problem; however they are asking, by way of copying this email, their contractor to ensure that emptying takes place as per the schedule.</p> <p>Unfortunately all recycling banks for glass and cans have come under additional pressure during the past two weeks because there was a delay at the vehicle service provider in getting repairs, to a vehicle, completed. During that time the second vehicle was being used on double shifts in order to minimise disruption to the service.</p> <p>Although they would hope that information, requests, signage and basic good manners would discourage members of the public from leaving recyclable materials and other items / waste on the ground at these sites it is not always the case. The Waste and Enforcement Officer regularly inspects and patrols in this area and other parts of West Malling and, where offences are witnessed or evidence gathered, incidents of littering / fly-tipping are followed up.</p> <p>They have asked their contractor to prioritise these sites so far as is possible.</p> <p>It was agreed that a copy of the schedule for dog waste bins, litter bins, street cleaner and street cleaning lorry be requested.</p>	SH	✓	

	<p>The recycling bins at both Tesco and the Station are overused and quickly become full after emptying.</p> <p>The Assistant Clerk was asked to invite the Waste and Enforcement Officer to an Amenities meeting to discuss the issues raised.</p>			
16/245	<u>ALLOTMENTS</u>			
245.1	<p><u>Report</u></p> <p>Mr Stevens carried out the allotment inspection on behalf of WMPC and presented his report.</p> <ul style="list-style-type: none"> • 1A – requires a plot marker • 4 – requires a plot marker • 5A – less than 75% cultivated • 9A & 9B – grass paths between plots need maintaining • 12A – overgrown • 14 – RLAS feel it is less than 75% cultivated. Mr Stevens to re-check plot • 18 A – less than 75% cultivated and overgrown • 19A – less than 75% cultivated and overgrown • 19B – less than 75% cultivated, overgrown • 20 – requires a plot marker • 24A – requires a plot marker • 28B – Vacant plot. Very overgrown <p>Plot markers to be replaced. It was agreed that a first letter be sent to plots 18A 19A. 19B is a new tenant, it was agreed that this plot be monitored. Mr Moon to be asked to strim plot 28B before re-letting.</p> <p>Mr Selkirk said that the hedge at the top of plot 5 had still not been cut. The Assistant Clerk to chase Turfsoil.</p>	SH	✓	
245.2	<p><u>Ryarsh Lane Allotment Society</u></p> <p>It was noted that Mr J Galloway is the new Chairman of the Allotment Society.</p> <p>The RLAS report was presented and it was felt that it agreed with the WMPC report.</p> <p>Mr Galloway reported that there was some dumped rubbish between the hedge and the rabbit proof fencing by plots 6/7. The Assistant Clerk was asked to put up a notice saying 'Please take your rubbish home'. This should be monitored.</p>	SH	✓	
245.3	<p><u>Fence between Allotments and Macey's Meadow</u></p> <p>It was noted that a quotation had been received for a replacement fence on the boundary of the allotments and Macey's Meadow for the sum of £1612.17. (Cost of materials £862.17 and labour £750.00). After considerable discussion it was suggested that a working party of allotment holders be set up with possible help from Macey's Meadow volunteers to replace the fence. Mr Galloway said that he knew of a wood company that supplied wooden posts and would provide the contact details. The Assistant Clerk was asked to obtain a quote from the company and obtain prices for metal fencing.</p> <p>The secretary of RLAS reported that there was lottery money left from the fund award for the rabbit proof fencing. If the money is not spent by mid July it will need to be returned. The Lottery Fund have said it can be spent on other fencing projects at the allotments.</p>	SH	✓	
245.4	<p><u>Allotment Tool Marking</u></p> <p>The allotment tool marking scheme will be taking place on Sunday 29 May 2016 between 10-12am at the allotments. Ryarsh Lane allotments will be using pink paint to mark the</p>			

	<p>tools which will include house number, postcode and allotment database number. Ryarsh Lane Allotments are the first allotments in the Mallings to take part in the scheme. This date will be shared on social media and at the allotment site.</p> <p>The allotment tenants left the meeting at 8.30pm</p>			
16/246	<p><u>MACEY'S MEADOW</u></p> <p>Mr Selkirk reported on the recent spate of vandalism at the Meadow. Several trees have been cut down. The Police have the axe, which is thought to have been used, but there is no forensic evidence on it and enquiries are on-going.</p>			
16/247	<p><u>PLAYING FIELD</u></p>			
247.1	<p><u>Fence Panel between Playing Field Boundary and Village Hall</u></p> <p>It was noted that a quotation had been received from Collinson Fencing for two metal posts, plant and labour for the fence panel between the playing field boundary and the village hall for the sum of £450.00 + VAT. It was agreed that as the work had not been budgeted, and the cost involved, the works will not be carried out at this time.</p>			
247.2	<p><u>Playground Inspections</u></p> <p>The Assistant Clerk reported that she was making enquiries regarding contractors for quarterly playground inspections. The equipment is currently visually inspected on a daily basis by the caretaker/litter picker. The Assistant Clerk will carry out a visual check on a monthly basis and report back to the Amenities Committee. Playground inspection sheets will need to be completed by the caretaker/litter picker and the Assistant Clerk and kept on file. Lubrication of the equipment will continue to be carried out by Mr Moon. Mr Moon will need to complete a maintenance schedule check list.</p> <p>Mr Stevens said that Mrs Smyth had suggested that consideration be given to some outdoor adult gym equipment being installed in the parish. It is noted for inclusion in the Parish Plan</p>	SH	✓	
16/248	<p><u>CRICKET MEADOW</u></p>			
	<p><u>Anti Social Behaviour</u></p> <p>It was noted that a quotation to reduce the height and trim both sides of the hedge on the boundary of the Cricket Meadow and Macey's Meadow had been received for the sum of £750.00 + VAT had been received. Mr Selkirk asked for a copy of the quotation.</p>	SH	✓	
16/249	<p><u>LAND WEST OF AGE CONCERN</u></p>			
	<p><u>To Fell One Elder and One Cherry Tree</u></p> <p>Discussion took place regarding the felling of the above two trees on the boundary of 18 Norman Road. It was agreed that the Turfsoil carry out the work as per their quotation (15/321.1 refers) for the sum of £210.00 + VAT. Prior notice should be given to the owner of 18 Norman Road.</p> <p>It was noted that a quotation had been received from Bartlett Tree Experts to reduce crown height and spread by approximately 3.5-4 metres, of the Lime Tree, to reduce risk of branch, stem and/or root failure for the sum of £816.00 + VAT. They suggest that a boost be applied to the plant and location to promote vitality and improve resistance to disease and stress following the tree work for the sum of £86.00 + VAT.</p> <p>The Assistant Clerk said that she had spoken with Bartlett Tree Experts and it is of their opinion that the tree will probably only survive for a couple of more years and by reducing the crown will not necessarily prolong its life There is no indication that it is unsafe. The</p>	SH	✓	

	<p>Assistant Clerk was asked to obtain a quotation for the felling of the tree from Bartlett Tree Experts and Turfsoil and to speak with Liz Guthrie at the Borough Council for her thoughts on prolonging the life of the tree by reducing the crown.</p> <p>The matter of felling the tree should be referred to Full Council for members' opinions.</p>			
16/250	<p><u>VILLAGE HALL</u></p> <p>It was noted that the side window in the committee room had been broken.</p>			
16/251	<p><u>COMMUNITY PATHS PROJECT/PUBLIC RIGHTS OF WAY</u></p>			
	<p><u>Parish Walk</u></p> <p>Discussion took place regarding the proposed parish walk. It was agreed that early October would be suitable, date to be confirmed. Mr Stevens said that the walk will be approximately 5 miles.</p>	PS		
16/252	<p><u>TREE WARDENS/TREE WORK</u></p> <p>There was not anything to report.</p>			
16/253	<p><u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u></p>			
	<p><u>Funding from Tesco – “Bags of Help”</u></p> <p>The Assistant Clerk said that she had looked into Bags of Help and grants are only available for open space areas so the war memorial does not qualify.</p>			
16/254	<p><u>BUDGET STATEMENT</u></p> <p>The statement of Receipts and payments to the date of the meeting was received.</p>			
16/255	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>There were no questions from members of the public and councillors.</p>			
	<p><u>Date of Next Meeting</u> - Monday 13 June 2016 (concentrating of Churchyards)</p>			
16/	<p><u>CONFIDENTIAL ITEM</u></p> <p>It was agreed that in view of the confidential nature of the business to be transacted it was advisable in the public interest that the press and public be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to meetings) Act 1960</p>			
16/	<p><u>Job Description for “Caretaker”/Litterpicker</u></p> <p>The job description for “Caretaker”/Litterpicker was reviewed.</p> <p>Discussion took place regarding hourly rate for all other work carried out by the “Caretaker”/Litterpicker”. It was agreed that it be proposed to Finance and General Purposes that all work be paid at the National Living Wage.</p>	SH	✓	
	<p>There being no further business the Chairman thanked members for attending and closed the meeting at 9.20 p.m.</p> <p>Signed..... Date.....</p>			