

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 13 JUNE 2016 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Two Allotment Tenants

Mrs Sarah Howard (Assistant Clerk)

Minute		Action by	Action taken	Response
16/325	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Galloway, Mrs Smyth, Mr Doyle, Rev Green and Ms McDonald			
16/326	<u>DECLARATIONS OF INTEREST –</u> Mrs Javens declared an interest in [insert] as her property is on the boundary of the Children’s Play Area. Mr Stevens reported that he had submitted a new Declaration of Interest to Tonbridge & Malling Borough Council.			
16/327	<u>MINUTES</u> – Minutes of the Meeting held on Wednesday 4 May 2016 were approved and signed.			
16/328	<u>MATTERS ARISING -</u> from the Minutes not otherwise on the agenda (16/251) Mr Stevens reported that he had a proposed route for the Parish Walk. It is approximately 4 ¼ miles and to take place on Sunday 9 October 2016, in the afternoon. The Assistant Clerk was asked to check the availability of the village hall committee room and kitchen on this date.	SH	✓	
16/329	<u>CHURCHYARD</u>			
329.1	<u>Report</u> Rev Green, in his absence, had prepared the following report: 1.Wall damage and a possible bollard? The gatepost and wall area on the bend of the High Street curve was damaged (again) on 16 May apparently sometime that evening. The gatepost on the so-called ‘Samuel’s gate’ (in memory of Samuel Langstaff, a young boy who died) was torn from its setting and damage caused to the brickwork into which the gatepost is fixed. The church’s insurers have been informed and we are seeking quotes for the damage to be repaired. It is the second time in three years this has happened. The cause is unknown but it looks likely to either be someone trying to steal the railings by tying something to the railings and then pulling from the road (as we think happened last time), or it could have been a large vehicle coming into			

West Malling, realising they had gone astray and then trying to do a U-Turn in an ill-advised location and hitting the wall (which feels like what may have occurred this time). The Churchwardens and PCC have asked me to ask WMPC whether it might be possible to install a bollard (or bollards) on the path at that curve in the road to try and prevent similar incidents in the future.

2. Tree maintenance

In line with previous decisions of the PCC and WMPC, two Cherry Trees in the vicinity of 1 Churchfields have now been felled and removed by *Down to Earth*. There were some issues with the amount of wood chipping left behind. I had asked *Down to Earth* to take special care to remove as much of the chipping as possible given the trees' proximity to graves, however I wasn't present on the day they worked and quite a lot was left behind. Two Churchyard maintenance mornings have spent time trying to rectify the matter and one or two of the families (whose graves are nearby) have also been trying to get it right. It's not something where we can particularly lay blame. Inevitably grinding roots churned up ground but left a good foot or more of ground that was an unhelpful combination of wood-chip and mud. The wet weather hasn't helped either. Ultimately, where we need to get is grassed areas in the spaces where the trees were and the grave spaces clearly delineated (where that is the family's wish). I had hoped *Down to Earth* would do more, however, to give us a decent start in that process.

3. Tree planting

In 2013, when the first of the trees were felled under the current maintenance, TMBC's Tree Officer did make a request that St Mary's look at replacement planting in more suitable locations. That is not something we have yet taken forward. Whilst very conscious of budget constraints, I wanted to ask whether (in principle) WMPC would be prepared to look at such proposals and assistance with funding or not? Obviously, the budgetary requirement for young trees is not quite of the same magnitude as tree maintenance but it's not insignificant either and would need to be factored in around the higher priority items like grass cutting and maintenance of the existing trees.

4. Grass cutting

Turfsoil did not visit the Churchyard in May at all and we went some six weeks between the end of April and early June when I eventually gave up waiting and made contact with the WMPC Clerk to try to address the matter. Again, the wet weather did not help and we had the 'double whammy' of rain preventing grass cutting but also rain promoting grass growth.

5. In other matters

There are early discussions about another Churchyard bench, dedicated to

	<p>the memory of a young lady from West Malling who died a couple of years ago. Conversations with the family are ongoing but we are looking at the bench near the High Street since struts are missing from the existing bench and it is not in a good state of repair. It would seem sensible to replace it. The current bench is dedicated and so I will need to try and contact the family concerned to discuss the matter, as their consent would be needed for any replacement bench and the Faculty permission required.</p> <p>Member discussed the points raised and the following comments were made:</p> <ol style="list-style-type: none"> 1 This area of land is owned by KCC and the Assistant Clerk was asked to send a request to them. 2 The information was noted. 3 Discussion took place regarding the request for funding for new trees. The Parish Council is unable to commit at this time due to the uncertainty of funding from the Borough Council although we would be prepared to see the proposals. 4 The Assistant Clerk reported that the grass had now been cut but it was noted that the cuttings had not been cleared very well. This should be reported to Turfsoil. <p>The Assistant Clerk was asked to remind Rev Green to produce his report a week before the meeting.</p> <p>Mrs Javens said she had compiled a topple test list for an area in the Churchyard and would be passing the information to Rev Green.</p>	SH	✓	
329.2	<p><u>Churchyard Management Document 2015-2019</u></p> <p>Mr Stevens reported that the document was in draft form as there are some amendments to be made. The document will be reviewed at the July PCC. It was agreed to review at the August meeting.</p>			
16/330	<p><u>ALLOTMENTS</u></p>			
330.1	<p><u>Fence between Allotments and Macey's Meadow</u></p> <p>It was noted that costs had been obtained for the wooden posts and chain link fencing. The posts are 8' high x 3" round top for the sum of £2.60 (28 posts are required) and the chain link fencing is 1.8m x 25m (two rolls are required) for the sum of 262.90 + VAT. It was agreed that both the posts and the fencing be purchased with National Lottery funding from the RLAS. Mr Doyle should be asked if it is possible to store the materials in one of the containers in Macey's Meadow. Mr Galloway to be informed.</p> <p>When materials have been received a site meeting should be set up between Macey's Meadow volunteers, RLAS and the Parish Council to decide how best to go forward.</p>	SH	✓	
330.2	<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 – Rubble in the corner. To find out if this is to be used on the plot • 3 – Poor at the school end. To monitor • 5A – Less than 75% cultivated, weeds not controlled and grass not cut. It was agreed that a first letter be sent. • 6 – Tools left out. It was agreed that a letter be sent to all allotment holders to not leave any tools on the plots especially in light of the anti social behaviour in the area. 	SH		

	<ul style="list-style-type: none"> • 14 – Borderline. To be monitored. • 20- Needs plot marker • 24A – Needs plot marker. Hedges and grass is not being maintained. New tenant. It was agreed that a letter be sent to all allotment holders to remind them to maintain the hedges and grass paths and that it is a shared responsibility of both half plots. • 25 – Cricket meadow end appears neglected. To monitor. • 29 – Less than 75% cultivated, weeds not controlled and fruit trees not managed. It was agreed that a first letter be sent. • 30 – Wooden pallets left by the plot. To be removed in case they are set fire to. <p>There is still some rubbish by plot 6 which has been fly tipped. Mr Selkirk said he would clear it.</p> <p>The tap by plot 27 is leaking. Mr Moon to be asked to fix it.</p> <p>The allotment tenants left the meeting at 8.20p.m.</p>			
16/331	<p><u>MACEY'S MEADOW</u></p> <p>It was noted that a Wildflower Meadow Workshop will be taking place at the Meadow on 18 June 2016 at 10.00am. The aim of the workshop is to discover how to plant and manage a wildflower meadow with Neil Coombs of the Kent Wildlife Trust.</p>			
16/332	<p><u>PLAYING FIELD</u></p>			
332.1	<p><u>Children's Playground Inspections</u></p> <p>The Assistant Clerk reported that the play surface at the bottom of the slide of the junior multi unit was damaged and it had been necessary to carry out urgent repairs due to health and safety. The cost of the repair was £120.00 + VAT. This action was ratified by Members.</p>			
332.2	<p><u>Quarterly Playground Equipment Inspections</u></p> <p>It was noted that a quotation had been received for the quarterly play equipment inspections for the sum of £125.00 + VAT per inspection. Mr Stevens proposed that the quotation be accepted, seconded by Mr Selkirk.</p> <p>Mrs Javens said she had been approached by a neighbour regarding a branch which had fallen onto their fence. Mrs Javens and Mr Stevens will inspect the site.</p>	SH LJ PS	✓	
16/333	<p><u>CRICKET MEADOW</u></p>			
	<p><u>Anti Social Behaviour</u></p> <p>Mr Selkirk reported on the meeting held at the school. Wildlife cameras are to be installed in Macey's Meadow. CCTV signage to be put up. Plans will be drawn up showing each organisations responsibilities.</p> <p>Mr Doyle had forwarded his comments on the trees in front of the ball park. He felt that as the vegetation had been cleared it would be a great shame to lose the large healthy tree in the front. If there is still concern about the area being more open the two smaller trees on either side could be removed. A reply should be sent to Mr Doyle saying that the removal of the trees is still in discussion as all areas of anti social behaviour need to be taken into account.</p> <p>Mr Selkirk reported that the ball park was now covered by CCTV using the school equipment.</p> <p>The drain in the middle of the access road is blocked. This should be reported to Kent Highways.</p>	SH	✓	

16/334	<u>LAND WEST OF AGE CONCERN</u>			
	<p><u>Lime Tree</u></p> <p>It was noted that a quotation had been received from Bartletts to fell one Lime Tree for the sum of £895.00 +VAT, plus an additional charge to ground out the stump, top soil and seed for the sum of £265.00 + VAT.</p> <p>It was noted that a reply had been received from Liz Guthrie regarding prolonging the life of the tree. She personally felt that there was so much Ganoderma indicating severe internal decay that it is not worth reducing as there would have to be continual maintenance on it to keep it safe. In her opinion it would be best to apply to remove and replace it.</p> <p>It was agreed to refer this matter to Full Council in July with a proposal to remove the tree and to consider a replacement.</p>			
16/335	<u>VILLAGE HALL</u>			
	There was no matters to report,			
16/336	<u>COMMUNITY PATHS PROJECT/PUBLIC RIGHTS OF WAY</u>			
336.1	<u>MR143A – Diversion Modification Order</u>			
	It was noted that the Diversion Modification Order had been received in respect of MR143A.			
336.2	<u>MR116</u>	SH	✓	
	It was noted that a complaint had been received regarding an obstruction on the above footpath. Entering MR116 from Lavenders Road heading towards Eden Farm House tennis courts. By the courts a fence has been erected forcing walkers to divert off the route. Mr Stevens said he had walked the path and the fence has now been cut and moved back although the path is very overgrown. This should be reported to the Public Rights of Way Officer.			
16/337	<u>TREE WARDENS/TREE WORK</u>			
	There was not anything to report.			
16/338	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>			
	<u>Waste Service Schedule for West Malling</u>	SH	✓	
	<p>It was noted that the Schedule had been received showing the services provided in West Malling. The Assistant Clerk said she had requested a current Schedule as this one was for March.</p> <p>Due to servicing delays there has been some problems with full and overflowing glass and can recycling banks at some sites. Two specialist vehicles operate across the boroughs of Tonbridge and Malling and Tunbridge Wells, emptying in excess of 500 banks. Many of the banks are emptied two or three times each week while others are emptied less often where demand for the service is normally lower. Over the past two months they have experienced a series of mechanical failures with both of the vehicles. The specialist nature of these vehicles means that replacements are not readily available to hire, although they have managed to borrow one for short periods from another local authority. They have also been extending the working day by double shifting vehicles and working over weekends when they are available. In addition, their street cleansing contractor continues to provide additional site clearance of material left on the ground that are fed back into the system once taken back to our depot. Unfortunately this situation is likely to continue until</p>			

	<p>late June. They are making every effort to get vehicles back on the road and clear sites as soon as possible.</p> <p>Confirmation should be obtained from Waste Services when the vehicles are back in service.</p>			
16/339	<u>TOURISM, ENTERTAINMENT AND THE ARTS</u>			
	<p><u>Tonbridge & Malling Seniors Forum</u></p> <p>It was noted that the Seniors' Information and Advice day will be taking place on Friday 5 August 2016 (10am-1pm) at Kings Hill Community Centre. It is a free event for the over 50s providing information and advice on health, benefits, housing, local clubs and societies.</p> <p>It was felt that they should be asked to run a Forum in West Malling.</p>	SH	✓	
16/340	<p><u>YOUTH ISSUES</u></p> <p>It was noted that nominations for the Try Angle Awards2016 are now open.</p> <p>They are looking for young people across Kent and Medway aged 11-18 years who really TRY, often with little recognition, to do their best! They welcome you to nominate a young person or group from one or more of the follow Try Angle categories to recognise their outstanding efforts and achievements within the community.</p> <ul style="list-style-type: none"> ○ Arts – recognising personal achievement in art, in any form ○ Music – recognising personal achievement in music, in any form ○ Sport or Outdoor Activities – recognising personal achievement in a sport or outdoor activity, demonstrating sportsmanship, fair play and commitment ○ Community Action – an award to recognise the contribution made to the community or in such initiatives as school councils, youth forums charities or environmental projects ○ Good Friends and Young Carers – recognising those who spend time being a good friend or carer to another in their family or local community ○ Personal Development – an award recognising special achievement in education, training or other activities not covered in other categories ○ Courage – recognising acts of courage displayed in coping bravely with illness or other adversity ○ Positive Intervention – an award to recognise an intervention where an individual or group has prevented harm, bullying, discrimination or damage. <p>You can nominate via the Try Angle webpage for 2016 which is now available online at www.kent.gov.uk/tryangle nominations are open until Thursday 30 June 2016.</p> <p>Every young person receives recognition by just being nominated, panels will then select finalists for the Spirit of Try Angle County Final later this year.</p> <p>Mr Selkirk asked for a copy of the information.</p>			
16/341	<p><u>BUDGET STATEMENT</u></p> <p>The statement of Receipts and payments to the date of the meeting was received.</p>			
16/342	<p><u>RISK ASSESSMENT</u></p> <p>It was agreed to defer this item until the July meeting. A copy of the existing Risk</p>			

	Assessment should be sent out in advance of the meeting			
16/343	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> Comment was made regarding the overgrown hedge in Norman road boundary of Macey's Meadow. It requires cutting back. Mr Doyle should be informed of this.	SH	✓	
	<u>Date of Next Meeting</u> - Monday 4 July 2016 (concentrating of Allotments)			
16/	<u>CONFIDENTIAL ITEM</u> 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 be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to meetings) Act 1960			
16/	<u>Job Description for "Caretaker"/Litterpicker</u> An amended Job Description for Caretaker/Litterpicker was circulated. A Job Description for Mr Moon needs to be provided. It was agreed to refer the Job Descriptions to the next Finance and General Purposes for implementation.	SH		
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.10 p.m. Signed..... Date.....			