

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 10 OCTOBER 2016 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Co-opted Members:

Rev David Green
Ms I Macdonald
Mr J Musker

Also in Attendance

Mrs Sarah Howard (Assistant Clerk)
Mrs Claire Christmas (Clerk)
Mr Collins (WMPC Employee)

Minute		Action by	Action taken	Response
16/576	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Y Smyth, Mr M Doyle and Val Valvassura			
16/577	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
16/578	<u>MINUTES</u> After an amendment to the Minutes of the meeting held on Monday 12 September 2016, Mrs Javens declared an interest in (16/510.1) , which was omitted, the Minutes were approved and signed.			
16/579	<u>MATTERS ARISING</u> - there were no matters arising.			
16/580	<u>CHURCHYARD</u>			
	<p><u>Report</u></p> <p>Rev Green reported that it was coming to the end of the grass cutting contract and asked if the contractor could cut the churchyard before Remembrance Sunday. The Assistant Clerk to speak with Turfsoil.</p> <p>Faculty permission has been received for the installation of the benches.</p> <p>Rev Green said that they would soon be approaching year 4 of the tree work. The cost of year 4 work is £1120.00 + VAT and year 5 is £1675.00 + VAT. Rev Green asked if consideration could be given to including the felling of a Cherry Tree from year 5 to be carried out in year 4, as faculty permission is required and it makes sense to make one application for all the trees that need removal. This would, in fact, even out the cost per year to being £1455.00 + VAT for year 4 and £1340.00 + VAT for year 5. Mr Stevens proposed that year 4 tree work be carried out with the inclusion of the Cherry Tree, seconded by Mrs Javens.</p> <p>Ms Macdonald said about funding of the toppling survey. It was agreed to budget this cost in 2018/19.</p>	SH	✓	

	Mr Selkirk asked for dates of the working party in advance so they can be advertised on social media.			
	<u>Churchyard Management Document 2015-2019</u>			
	It was agreed to defer this item until a decision has been made regarding funding from the Borough Council.			
	<u>Churchyard Specification for Tender 2017/2018</u>	SH	✓	
	Discussion took place regarding the specification and it was agreed that the St Mary's Churchyard specification be put out to tender on 18 October 2016 (see Appendix 1); deadline for receipt is 11 November 2016			
	The Assistant Clerk to check if the current Specification includes the removal of ivy from the wall.			
	<u>Consideration of Budget for 2017/2018</u>			
	<u>Receipts</u> T&MBC Basic Allocation to be confirmed			
	<u>Payments</u> Grounds Maintenance to be confirmed on receipt of Tender Tree work £1500.00 War Memorial £350.00 Other Maintenance to be confirmed.			
	It was agreed that if the current budget of £350.00 for the war memorial structural test is not spent in 2016/17 it should be safeguarded for 2017/18.			
	Churchyard representatives left the meeting at 7.57pm.			
16/581	<u>ALLOTMENTS</u>			
	<u>Report</u>	SH	✓	
	Mr Stevens carried out the allotment inspection on behalf of WMPC and presented his report.			
	<ul style="list-style-type: none"> • 1 – no plot marker • 2 – no plot marker • 4 – no plot marker • 5a – less than 75% cultivated • 15 – no plot marker • 17 – no plot marker • 18A – not free of weeds and no plot marker • 19A – less than 75% cultivated • 19B – less than 75% cultivated and not free from weeds • 21 – no plot marker • 28A – less than 75% cultivated, not free from weeds, hedges and grass not being maintained • 28B – Hedges and grass not being maintained • 29 – less than 75% cultivated, not free from weeds and grass not being maintained 			
	The Assistant Clerk reported that the tenants of plot 1 will not be renewing their tenancy. Their service users are finding it difficult to manage. They would like to thank the Parish Council for the lovely experience. Mr Selkirk said that they had started to clear the plot and have removed the wood from the raised beds but have left the soil in place. Assistant Clerk to ask that they flatten the soil. Mrs Dean should be informed that they are giving up			

	<p>the plot and asked if she was aware of any other community groups who may be interested.</p> <p>It was agreed to monitor plots 5A, 18A, 19A.</p> <p>Half plot tenants should be reminded that they are both responsible for the upkeep of the grass paths and hedges.</p> <p>Mr Stevens said that some of the plot markers had been removed due to a delivery of manure and that the water tank had been upended. The Assistant Clerk said that the water is due to be turned off at the end of November.</p> <p>Mr Stevens asked that the RYAS be reminded to provide an allotment report each month.</p> <p>It was reported that the barriers at each end of the footpath between the allotments had been vandalised. The Assistant Clerk was asked to obtain quotes for a kissing gate at the Cricket Meadow end.</p> <p>Allotment plots will be known as double plots and plots.</p>			
	<p><u>Increase in Allotment Rents 2018</u></p> <p>It was noted that the Finance and General Purposes Committee had agreed to increase the allotment rents, for 2018, to £30.00 per full plot and £15.00 per half plot. Rent to be reviewed each year. Letter to be sent out with the Tenancy Agreement.</p>	SH		
16/582	<u>MACEY'S MEADOW</u>			
	<p><u>Boundary Hedge with Norman Road Specification for Tender</u></p> <p>Discussion took place regarding the specification for the boundary hedge. Due to the varying heights of the hedge it was agreed that the hedge be cut to a height of 1.8m measure from ground level Norman Road side. Contract date to run from January to December. Subject to these amendments it was agreed that the specification be put out to tender on 18 October 2016 (Appendix 2); deadline for receipts is 11 November 2016.</p>	SH	✓	
16/583	<u>PLAYING FIELD</u>			
	<p><u>Boundary Hedges – Children's Play Area and Playing Fields</u></p> <p>A resident of Woodland Close, adjacent to the boundary hedge, had made comment on the hedge cutting. They felt that part of it had not been cut. The Assistant Clerk said she had been and looked at the hedge and the area they mention has been cut on the children's play area side as per the quotation.</p> <p>The Assistant Clerk reported that the quarterly play equipment inspection had taken place and the post that supports the balance beam on the wooden trim trail is rotten and snapped at the base. It was recommended that it be removed. Mr Collins was asked to remove the post and balance beam. A quotation to be obtained for a replacement.</p> <p>It was noted that work to the 3 Lime trees and 1 Ash tree will be taking place on Thursday 10 November 2016. A letter should be sent to 8,9,10,11,12 Woodland Close informing them of the work. The children's play area to be closed during the tree work.</p>	SH JC	✓ ✓	
16/584	<u>CRICKET MEADOW</u>			
	<p><u>Cricket Meadow Specification</u></p> <p>After an amendment adding the usual conditions it was agreed that the Cricket Meadow specification be put out to tender on 18 November 2016 (see Appendix 3); deadline for receipt is 11 November 2016.</p>	SH	✓	

	<p><u>Anti Social Behaviour</u></p> <p>It was reported that Kent Police have refused to implement Dispersal Orders every weekend as their implementation had to be justified and there is insufficient Policing resources.</p> <p>Comment was made regarding the existing Byelaws. It was noted that WMPC's Byelaws already prohibit motorcycles. The Assistant Clerk to speak with Mrs Smyth as she had agreed to look at them.</p>	SH		
16/585	<u>LAND WEST OF AGE CONCERN</u>			
	<p><u>Lime Tree</u></p> <p>The Assistant Clerk reported that the Lime Tree had now been successfully felled. The tree surgeon to be thanked for his good work.</p> <p>Mr Stevens asked that the name of the replacement species to be emailed to him.</p> <p>The Assistant Clerk to speak with Will Moreno regarding ground conditions for a replacement tree.</p>	SH	✓	
16/586	<u>VILLAGE HALL</u>			
	<p>It was noted that a reply had been received from the Secretary of the VHMC. They felt that the car park is very rarely full to capacity and the car park was adequate for the regular clubs that use the hall. They have very few weddings or large parties.</p>			
16/587	<u>VILLAGE GREEN</u>	SH	✓	
	<p>No reply had been received from TMBC to date. The Assistant Clerk to contact them again regarding the condition of the benches.</p>			
16/588	<u>PUBLIC RIGHTS OF WAY</u>			
	<p><u>Parish Walk</u></p> <p>Mr Stevens apologised for the cancellation of the parish walk due to lack of publicity. He will reschedule for next year.</p>			
16/589	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>			
	<p><u>Waste Services Schedule for West Malling</u></p> <p>Members agreed to discuss this when the new schedule is received.</p>			
	<p><u>Emptying of Waste Litter Bins</u></p> <p>It was noted that a reply had been received from the Waste Service Manager. Their GIS map of bin locations doesn't show the bins in the recreation ground but they are on the emptying schedule for every Wednesday. A request has been sent to the contractor to ensure they are emptied weekly.</p> <p>Mr Stevens said that the electrical waste recycling (WEEE) service has ceased. The Assistant Clerk to make enquiries.</p>	SH	✓	
16/590	<u>FINANCE</u>			
	<u>Consideration of Budget for 2017/18</u>	SH		

	<p>Allotments</p> <p>Receipts</p> <p>Rent £737.50</p> <p>Contribution to water supply £80.00</p> <p>Expenditure</p> <p>Water Rates £1000.00</p> <p>Maintenance Contractor £800.00</p> <p>Maintenance General £250.00</p> <p>Amenities</p> <p>Income</p> <p>Village Green KCC £63.20</p> <p>Cricket Meadow Rent £350.00</p> <p>Cricket Meadow Income</p> <p>Playing Field Football Pitches £300.00</p> <p>Playing Field TMBC s136 To be confirmed</p> <p>Expenditure</p> <p>Ball Park</p> <p>Litter Clearance £350.00</p> <p>Repairs £1200.00</p> <p>Tree Wardens</p> <p>Payments £100.00</p> <p>Village Green</p> <p>Maintenance £250.00</p> <p>Planting £100.00</p> <p>Cricket Meadow</p> <p>Loan £3000.00</p> <p>Litter Clearance £650.00</p> <p>Playing Fields</p> <p>Grass Cutting & other maintenance (to be confirmed)</p> <p>Playground Inspections £625.00</p> <p>Playground Repairs £1000.00</p> <p>New Signage £200.00</p> <p>Litter Picking £2500.00</p> <p>Additional Work £400.00</p> <p>Parish Walks</p> <p>Payments £50.00</p> <p>Village Hall</p> <p>Annual Contribution (to be referred to F&GP)</p> <p>Land West of Age Concern</p> <p>Loan £1047.20</p> <p>Tree Work (to be confirmed)</p> <p>Twitch Inn</p> <p>Business Rates £110.00</p> <p>Service Charge £747.00</p> <p>Kent County Council should be reminded of the payment they make to WMPC for maintaining the village green.</p> <p>The Assistant Clerk to obtain quotes for the reduction of the height of the hedges on the boundary of the playing fields and for the removal of the trees on the boundary of 18 Norman Road and land west of Age Concern.</p> <p>Unspent budgeted funds for repairs to the ball park should be safeguarded.</p>		✓
16/591	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>It was reported that a branch of a tree on the land next to the Scared Crow had been broken off and overhanging the pavement. This should be reported to the Borough</p>	SH	✓

	Council.			
	Date of Next Meeting – Monday 12 th December 2016 (concentrating on Churchyards)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.36 p.m.			
	Signed..... Date.....			

Appendix 1

WEST MALLING PARISH COUNCIL

ST MARY'S CHURCHYARD SPECIFICATION

Mowing - the contract is to run from Monday 20 February 2017 to Friday 10 November 2017, this last cut to be scheduled to be just before the Remembrance Day service.

The grass should be kept to a maximum height of 10cm (4 inches) The number of cuts required by the Parish Council may be varied depending on the weather. Areas inaccessible to a large mower, eg corners, under trees and shrubs, etc, should be mown by pedestrian mowers or strimmers within 24 hours of the main mowing being carried out.

Burial Area – please note that this area does now have to be cut and the burial area now includes an additional area round the church. The burial area may require cutting more frequently than the rest of the Churchyard during the growing season April-June, possibly fortnightly.

Strimming – strimming around graves and kerb stones to be carried out every 4 weeks (minimum). Extra strimming may be required, subject to authorisation from the Parish Council. The use of weedkillers for this clearance is not permitted.

Tree Work - removal of suckers and epicormic growth on trunks of trees should be carried out twice yearly; this should be such as to remove the epicormic growth from the lower 15ft. of the trunks.
The lower branches of the lime trees to be cut back so as not to overhang the path and thereby raising the crown.

Weedkilling – please also quote for selective weedkilling in the spring for broad-leaved weeds such as Plantain, for the whole Churchyard. This to include the paths.

Paths – trim edges of paths and weedkilling.

Ivy Growth – clearance of ivy growth including from walls; where this growth has been removed, the clearance is to be maintained. The clearance should be carried out early in the year.

All work is to be carried out by competent and trained staff appropriately certificated. In the case of weed killers the contractor should comply with all health and safety legislation and regulations applying to the use of chemicals.

All contractors must hold the required level of Public Liability Insurance.

All debris to be removed from the site to the contractor's own tip.

The cost per individual cut/application is required and is to be entered on the enclosed schedule: only those tenders submitted on this schedule and returned in the envelope provided will be considered.

[the Parish Council may require more frequent cuts depending on weather conditions]

All tenders to be received in the Parish Office: 9 High Street
West Malling
Kent ME19 6QH

no later than 12 noon on 11 November 2016

The Parish Council is not bound to accept the lowest tender

Appendix 2

WEST MALLING PARISH COUNCIL
MACEY'S MEADOW HEDGE, NORMAN ROAD
SPECIFICATION

The contract is to run from April 2017 to December 2017 unless otherwise agreed with the Parish Council.

Hedge to be trimmed twice a year striking a balance between height and width. This work is to be carried out September/October time and a light trim May/June time

Please note the hedge between kissing gate to 38 Norman Road MAY NEED to be cut in future

PLEASE QUOTE ON TWO BASES:

- A) INCLUDING WORK TO HEDGE BETWEEN KISSING GATE AND 38 NORMAN ROAD
- B) NOT INCLUDING WORK TO HEDGE BETWEEN KISSING GATE AND 38 NORMAN ROAD

All work is to be carried out by competent and trained staff appropriately certificated. In the case of weed killers the contractor should comply with all health and safety legislation and regulations applying to the use of chemicals.

All contractors must hold the required level of Public Liability Insurance

All debris to be removed to the contractor's own tip.

The cost per individual cut/application is required and is to be entered on the enclosed schedule: only those tenders submitted on this schedule and returned in the envelope provided will be considered.

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West Malling
Kent ME19 6QH

no later than 12 noon on Friday 11 November 2016

The Parish Council is not bound to accept the lowest tender

Appendix 3

CRICKET MEADOW, NORMAN ROAD
SPECIFICATION

The contract is to run from **January 2017 – December 2017** unless otherwise agreed with the Parish Council

Hedges

Internal hedges - top left, left hand side and bottom (boundary of allotments) to be cut annually by mechanical means to a height of 1.8m (6ft. approximately) from ground level.

The timing of the hedge-cutting to be annually at January/February time.

Staples

To strim around the staples – boundary of Cricket Meadow/road to School

Kentish Ragstone Memorial Stone

To strim around the Kentish Ragstone Memorial Stone four times per year.

All work is to be carried out by competent and trained staff appropriately certificated. In the case of weed killers the contractor should comply with all health and safety legislation and regulations applying to the use of chemicals.

All contractors must hold the required level of Public Liability Insurance

All debris to be removed to the contractor's own tip.

The cost per individual cut/application is required and is to be entered on the enclosed schedule: only those tenders submitted on this schedule and returned in the envelope provided will be considered.

There is no obligation to tender for all of this work – tenders for just part of the work will be accepted as long as submitted on the enclosed forms and returned in the envelope provided

All tenders to be received in the Parish Office: 9 High Street
West Malling
Kent ME19 6QH

no later than 12 noon on 11 November 2016

The Parish Council is not bound to accept the lowest tender