

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 14 NOVEMBER 2016 AT 7.30PM AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Also in Attendance
Mrs Sarah Howard (Assistant Clerk)
Mr Collins (WMPC Employee)

Minute		Action by	Action taken	Response
16/642	<u>APOLOGIES FOR ABSENCE</u> were received from Mr M Doyle, Ms I Macdonald, Rev D Green, Mr J Musker and Val Valvassura			
16/643	<u>DECLARATIONS OF INTEREST</u> – Mrs Smyth declared an interest in 16/646 as she is now an allotment tenant.			
16/644	<u>MINUTES</u> after an amendment to item 16/581 – allotment plots will be known as double plots and plots the Minutes of the meeting held on Monday 10 October 2016 were approved and signed.			
16/645	<u>MATTERS ARISING</u> - there were no matters arising.			
16/646	<u>ALLOTMENTS</u>			
646.1	<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 – weeds not controlled. Tenant is relinquishing the plot at the end of November. • 2 – no plot marker • 4 – no plot marker • 5 – less than 75% cultivated and weeds not controlled • 19A – less than 75% cultivated • 19B – less than 75% cultivated, weeds not controlled and fruit trees unmanaged. This plot is now vacant • 28A – less than 75% cultivated, weeds not controlled and grass not maintained. Tenant is relinquishing the plot at the end of November • 29A – less than 75% cultivated, weeds not controlled, fruit trees unmanaged and grass not maintained • 29B – less than 75% cultivated, weeds not controlled, fruit trees unmanaged and grass not maintained. This plot is vacant <p>Mr Selkirk said about the possibility of using plot 1A for pocket size allotments to enable disabled, elderly or children to use small size raised beds. The Assistant Clerk to contact the allotment society for their view.</p>	SH	✓	

	<p>It was agreed that a polite letter be sent out with the tenancy agreement for plot 5A reminding them of the need to increase the size of the beds.</p> <p>The tenant of plot 19A had been given notice to quit and the plot was now vacant. A response has not been received.</p> <p>A new tenant had now taken plot 29A.</p> <p>The Assistant Clerk reported that two tenants are reducing from a double plot to a plot and deposits of £50.00 are held. Mr Stevens asked for a list of the plots that are either being reduced or relinquished so he can inspect them with a view to the half of the deposit being returned or withheld.</p> <p>The Assistant Clerk said she had reviewed deposits held and it was apparent that some tenants on the list no longer had a plot but the deposits were still being held. It was agreed that several had been withheld. The Assistant Clerk to trace the remaining.</p>			
646.2	<p><u>Ryarsh Lane Allotment Society</u></p> <p>The RLAS report was received and it was felt that it agreed with the Parish Council report.</p>			
646.3	<p><u>Replacement Barrier on Footpath between Allotments and Cricket Meadow</u></p> <p>The Assistant Clerk reported that she had details of a metal kissing gate but it was felt to be too small. A quotation had been received for the installation of the gate for the sum of £162.50. It was agreed that further information on kissing gates should be obtained and it was suggested that Tim Ball, KCC Manor Park, be approached for details of the gate at the entrance to Manor Park from Water Lane. Metal posts will need to be used.</p>	SH	✓	
646.4	<p><u>Consideration of Budget for 2017/18</u></p> <p>Discussion took place regarding the draft budget for 2017/18. Tender figure of £260.00 was included in the draft for hedge cutting and path clearance. Draft budget for 2017/18 attached to the minutes, Appendix 1.</p>			
646.5	<p><u>Allotment Hedge Cutting</u></p> <p>The Assistant Clerk said that the boundary hedge at the allotments was due to be cut. It was agreed that Turfsoil be instructed to carry out the work as per the Tender for 2016 for £800.00</p>	SH	✓	
16/647	<p><u>CHURCHYARD</u></p>			
647.1	<p><u>Churchyard Management Document 2015-2019</u></p> <p>It was agreed to discuss this matter at the next Amenities meeting.</p> <p>The Assistant Clerk reported that Rev Green was continuing to collate the quotes for the tree work.</p>			
647.2	<p><u>Draft Budget 2017/18</u></p> <p>Discussion took place regarding the draft budget for 2017/18. Tender figures of £2013.00 was included in the draft for grass cutting and maintenance. Draft budget for 2017/18 attached to the minutes, Appendix 2.</p>			
16/648	<p><u>MACEY'S MEADOW</u></p>			
	<p>It was noted that the Minutes of the meeting held on 26 October 2016 had been received. Mr Doyle has asked that he meets with the successful contractor of the hedge cutting before the hedge is cut to talk through the works. The Assistant Clerk is awaiting quotes to reduce the height of the hedge taking into accounts the current highs and lows.</p>	SH	✓	

	Mr Doyle should be asked to consider the budget for Macey's Meadow for 2017/18 at their next meeting.			
16/649	<u>PLAYING FIELD</u>			
649.1	<p><u>Tree Work – Children's Play Area</u></p> <p>It was noted that Down to Earth had carried out the tree work in the children's play area successfully.</p> <p>The Assistant Clerk reported that a letter had been received from a resident of Woodland Close whose property is on the boundary of the children's play area. She is concerned about the large lime tree near her garden. She makes comments on the leaves falling into her garden, that her garden is in shade by mid afternoon and that she is concerned that if there was turbulent and stormy weather the tree may fall onto their house.</p> <p>The Assistant Clerk to ask Down to Earth if they have any concerns regarding the tree.</p>	SH	✓	
649.2	<p><u>Reduction of Boundary Hedge, Playing Fields</u></p> <p>It was noted that a quotation had been received from Day Tree Fellers to work along three sides of the playing field (behind the village hall in Norman road) measures approximately 380 metres in length. To reduce the height of the whole of that sporadic hawthorn hedge from its current 4-5 mtrs to 1.8 mtrs (leaving the several maple trees within the hedge along the eastern edge) and remove all arisings for the sum of £3,500.00.</p> <p>The Assistant Clerk said she was still awaiting a quote from Turfsoil.</p> <p>It was agreed to include the works in the draft budget for 2017/18.</p>	SH	✓	
16/650	<u>CRICKET MEADOW</u>			
	<p><u>Anti Social Behaviour</u></p> <p>Mr Selkirk reported that a joint letter from the cricket club, school, Macey's meadow and the Parish Council will be sent to the Police.</p>			
16/651	<u>LAND WEST OF AGE CONCERN</u>			
651.1	<p><u>Lime Tree</u></p> <p>Discussion took place regarding the replacement tree. The recommended species, by the Borough Council, will still be a large tree. The cricket club to be asked to discuss a location.</p>	SH	✓	
651.2	<p><u>Removal of Hornbeam Tree boundary of 18 Norman Road</u></p> <p>It was noted that a quotation had been received from Day Tree Fellers to fell and remove one Hornbeam tree from site for the sum of £380.00</p> <p>A quotation is still awaited from Turfsoil.</p> <p>It was agreed to include this work in the draft budget for 2017/18.SH</p>	SH	✓	
16/652	<u>VILLAGE HALL</u>	SH	✓	
	<p>The Assistant Clerk reported that cars have been gaining access to the playing fields and causing damage to the football pitch. It was noted that a quotation had been received to install a fencing panel to the left hand side of the hall for the sum of £162.50, being the labour costs. Materials to be obtained from Jackson Fencing for the sum of £36.50 + VAT. Members felt that this work should be carried out as soon as possible due to the</p>			

	anti-social behaviour. It was agreed that this be referred to Finance and General Purposes as a matter of urgency. Assistant Clerk to contact the contractor to find out when he can carry out the work.																							
16/653	<p><u>VILLAGE GREEN</u></p> <p>It was noted that the Borough Council have inspected the benches on the Village Green and that the broken one will be repaired as soon as possible.</p> <p>It was noted that the Malling Rotary will be planting 250 crocuses on the Village Green to raise awareness of the fight to eradicate polio from the world.</p> <p>The Assistant Clerk reported that she had been able to trace back the last payment from KCC, in respect of the Parish Council maintaining the Village Green and planters on their behalf, to 2009. KCC should be invoiced for the current year of £63.20 and the backlog of £379.20.</p>	SH	✓																					
16/654	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>																							
	<p><u>WEEE Recycling</u></p> <p>It was noted that a reply had been received from the Borough Council. There seems to be some confusion as to the service and the Assistant Clerk to seek clarification.</p>	SH	✓																					
16/655	<u>TENDERS</u>																							
655.1	<p><u>Outcome of Tendering Process – Norman Road Playing Fields</u></p> <p>The Assistant Clerk reported that three tenders had been received, as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Turfsoil</u></th> <th style="text-align: center;"><u>Four Seasons</u></th> <th style="text-align: center;"><u>KTC Ltd</u></th> </tr> <tr> <th></th> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">2237.00</td> <td style="text-align: center;">3094.60</td> <td style="text-align: center;">5320.00</td> </tr> </tbody> </table> <p>After discussion Mr Stevens proposed that Turfsoil be awarded the tender for 2017, seconded by Mr Selkirk. It was agreed to make a recommendation to Finance and General Purposes to accept the tender.</p>		<u>Turfsoil</u>	<u>Four Seasons</u>	<u>KTC Ltd</u>		£	£	£		2237.00	3094.60	5320.00											
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	<p>After discussion Mr Stevens said that due to the sensitive nature of the area he proposed that Turfsoil be awarded the tender for 2017, seconded by Mr Selkirk. It was agreed to make a recommendation to Finance and General Purposes to accept the tender.</p> <p>The Assistant Clerk said that removal of the ivy from the walls is included in the tender. It was agreed that Turfsoil be instructed to remove the ivy under the current tender.</p>																							
655.4	<p><u>Outcome of Tendering Process – Macey’s Meadow</u></p> <p>The Assistant Clerk reported that four tenders had been received, as follows:</p> <table border="1"> <thead> <tr> <th></th> <th><u>Tree Ability</u></th> <th><u>Turfsoil</u></th> <th><u>Four Seasons</u></th> <th><u>KTC Ltd</u></th> </tr> <tr> <th></th> <th>£</th> <th>£</th> <th>£</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Inc Hedge btwn Kissing gate</td> <td>2380.00</td> <td>3060.00</td> <td>900.00</td> <td>3410.00</td> </tr> <tr> <td>Not inc, Hedge Btwn kissing gate</td> <td>1120.00</td> <td>1480.00</td> <td>805.50</td> <td>730.00</td> </tr> </tbody> </table> <p>Discussion took place regarding the tender from Four Seasons as it was felt they may have misunderstood the tender details. The Assistant Clerk to speak with Four Season to clarify the figures with a view to them being awarded the tender. Mr Stevens proposed that a recommendation be made to Finance and General Purposes to accept Four Season subject to costings, seconded by Mr Selkirk. Turfsoil should be considered in the event of Four Seasons not being successful.</p> <p>The Assistant Clerk was asked to obtain a reference from Trottiscliffe Parish Council.</p> <p>Mr Doyle should be informed of the outcome to arrange a meeting with the contractor, himself and a representative from the Parish Council.</p>		<u>Tree Ability</u>	<u>Turfsoil</u>	<u>Four Seasons</u>	<u>KTC Ltd</u>		£	£	£	£	Inc Hedge btwn Kissing gate	2380.00	3060.00	900.00	3410.00	Not inc, Hedge Btwn kissing gate	1120.00	1480.00	805.50	730.00	SH	✓	
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16/656	<u>FINANCE</u>																							
656.1	<p><u>Draft Budget for 2017/18</u></p> <p>Discussion took place regarding the draft budget for 2017/18. Tender figures for grass cutting of the playing fields, repair to rubber play surface and hedge work were included in the draft. Draft budget for 2017/18 attached to the minutes, Appendix 3.</p> <p>The Assistant Clerk was asked to check that the lease figure for the Cricket Meadow was correct.</p>	SH	✓																					
656.2	<p><u>Budget Statement</u></p> <p>The statement of receipts and payments to the date of the meeting was received.</p>																							
16/657	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Mr Collins said that there were no ‘No Cycling’ signs along the ashy path from Alma Road</p>	SH	✓																					

	<p>to Norman Road. This should be reported to KCC.</p> <p>Mr Collins said he was not aware if there were any 'No Cycling' signs through the Churchyard. The Assistant Clerk to check.</p> <p>Mrs Smyth said that footpath MR141, from the point of access just off the temporary carpark by the café across the fields which were formerly a pear tree orchard and on through an apple orchard ending at the caravan park on Windmill Lane, is unclear as the landowner removed the trees. The Assistant Clerk to report to the PROW officer.</p>			
	<p>Date of Next Meeting – Monday 12th December 2016 (concentrating on Churchyards)</p>			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.26 p.m.</p> <p>Signed..... Date.....</p>			

Appendix 1

Allotments

Income	Budget 2017-18
Allotments	
Rents	737.50
Contribution to water supply	80.00
Total	<u>817.50</u>
Expenditure	Budget 2017-18
Water Rates	1000.00
Maintenance Contractor	564.00
Maintenance general	250.00
	<u>1814.00</u>

Appendix 2

Churchyard

Income

Budget 2017-18

TMBC annual allocation

Total

0.00

Expenditure

Budget 2017-18

Grounds Maintenance	2013.00
Tree works	1500.00
War Memorial	350.00
Other maintenance	

3863.00

Appendix 3

Amenities Committee

Income	Budget 2017- 18
Ball Park	0.00
Tree Wardens	0.00
Village Green KCC	63.20
Cricket Meadow Rent	350.00
Non recreational income	0.00
Playing Field Football pitches	300.00
Playing Field TMBCs136	
	713.20

Expenditure	
Ball Park	
Litter Clearance	350.00
Repairs	1200.00
Tree Wardens	
Payments	100.00
Village Green	
Maintenance	250.00
Planting	100.00
Cricket Meadow	
Loan	3000.00
Litter clearance	325.00
CM Hedge (50%)	564.00
Path strimming	
Playing field	
Grass cutting and other maintenance	2237.00
Playground inspections	625.00
Playground repairs	1000.00
New Signage	200.00
Litter picking	2500.00
Additional work	400.00
Replacement Play Equipment Surface	767.00
Reduction of Hedge Cutting	3500.00
Parish Walk	
Payments	100.00
Village Hall	
Annual contribution	
Land West of Age Concern	

Loan	1047.20
Tree work	380.00
Twitch Inn	
Business rates	110.00
Service charge	747.00

Total	<u><u>19502.20</u></u>
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