

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 13 FEBRUARY 2017 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present

**Mr P Stevens
Mr R Selkirk
Mrs L Javens
Mrs Y Smyth
Mr L Collins**

Co-opted Members:

**Mr M Doyle
Ms I Macdonald**

Also in Attendance

**Mrs A Turner
Mrs Sarah Howard (Assistant Clerk)**

Minute		Action by	Action	Response
17/76	<u>APOLOGIES FOR ABSENCE</u> were received from Rev D Green and Mrs V Valvassura.			
17/77	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
17/78	<u>MINUTES</u> – after an amendments to item [17/31] being Pippa Palmar, not Palmer and item [17/37] – the Assistant Clerk to make enquiries regarding ownership of the shrubbery areas by the Scared Crow and Teston Road the Minutes were approved and signed			
17/79	<u>MATTERS ARISING</u> [17/30.1] The Assistant Clerk reported that there is a £80.00 delivery charge for the kissing gate. After discussion Mr Stevens proposed that the delivery charge be met out of the allotment budget, seconded by Mr Selkirk. The Assistant Clerk to order the gate.	SH	✓	
17/80	<u>CHURCHYARD</u>			
	<u>Report from Rev Green</u> In his absence Rev Green had prepared the following report: 1. Churchyard maintenance plan At their most recent meeting on 17 January, St Mary's PCC approved the revised Churchyard Maintenance Plan. 2. Wall damage The gatepost and wall area on the bend of the High Street curve was damaged in May 2016. Following the Remembrance Sunday service, the repairs were made good by	SH IM	✓ ✓	

Bricks and Mortar Ltd. The cost was covered by the church's insurers.

The Churchwardens and PCC have asked me to remind WMPC of the request to install a bollard (or bollards) on the path at that curve in the road to try and prevent similar incidents in the future. Has any progress been made?

3. Tree maintenance

In line with previous decisions of the PCC and WMPC, we have engaged *Day Tree Fellers* to come and carry out the 'year 4' work in the Churchyard. They are scheduled to be on site on Friday 3 March to carry out all the works required.

I recently met with one of their staff to go through all that was required. In particular, and after similar problems last year with *Down to Earth*, I asked them to be particularly careful of the root grinding and the quantity of chippings left behind. I agreed with them that if the removal of all chippings leaves a small 'hole' in the ground, it will not be a problem since it can be easily levelled with loose additional earth from burials.

4. Faculty reservation

The Diocesan Chancellor has now granted the Faculty Reservation of a grave space for Mr and Mrs Patterson. It is the only 'live' reservation currently on record for St Mary's and was granted for 22 years from 2017. The ground has been marked and records updated.

5. Commonwealth War Graves Signage

PCC and the Archdeacon of Tonbridge have given the necessary consents for St Mary's Churchyard to be part of the CWGC scheme to provide signage to all graveyards where war graves are to be found. The new sign will be erected in the vicinity of Samuel's Gate in the coming months. There is no financial cost to WMPC or PCC in the project.

6. Listing of the War Memorial

Historic England have sent me a letter, dated 6 February, informing me that an application has been made by persons unknown for the War Memorial Cross to be added to the List of Buildings of Special Architectural or Historic Interest. Since they believe the Vicar to be the owner of the monument, they have written asking for my comments and assistance.

I would be grateful to know whether the application for listing was made by WMPC (or one of its members) since it may affect our response. Since it suggests I'm the owner, I doubt it came from WMPC since you know that the ownership is unclear.

I do not have particularly strong feelings about the monument being listed or not listed, but if it's coming from WMPC officially as part of a plan for the site's maintenance, I'm happy to support the attempt to list. If it's not coming from WMPC, we may wish to think carefully together about whether it is in the interests of WMPC and St Mary's PCC to see the war memorial listed or not.

It may be worth noting that, due to recent work on the re-ordering of St Mary's, we've been able to clarify that the Churchyard wall is *not* listed (as previously believed) but the iron railings around the War Memorial *are* listed.

Two immediate difficulties need to be worked out:

- ❖ We need to clarify exactly who does own the War Memorial. The Churchyard Maintenance Plan doesn't definitively say and part of the reason for that is because neither WMPC or PCC are sure. Further research is required to see if we can get to the bottom of the question.

- ❖ A response will be needed on the architectural or historic interest of the monument. My gut feel is that Historic England will not consider the memorial to be such a unique or important monument as to warrant listing. However, we will need to set

	<p>out the history of the site and any important features and co-operate sensibly with Historic England and the Department for Culture, Media and Sport as that decision is considered. Again, further research is required.</p> <p>Point 2 – this is a Kent Highway matter. To be referred to Highways, Transportation and Streetlighting committee although this was not previously supported by the committee.</p> <p>Point 5 – the proposed signage to be erected is in a conservation area and may need planning approval. Rev Green be advised to contact the Borough Council.</p> <p>Point 6 – It is unclear as to ownership of the War Memorial . Ms Macdonald said she would make arrangements to visit the archives to look for any relevant paperwork. The Assistant Clerk to ask the Malling Society if they have any history and she will also look through the old minute books.</p> <p>Mr Stevens said that he was awaiting a response from Mrs Dean regarding the Management Document.</p>			
17/81	<u>ALLOTMENTS</u>			
	<u>Allotment Hedge Cutting</u>			
	It was noted that the hedge cutting will be taking place on Thursday 16 February 2017. Notices had been put up around the allotments and on the parked cars.			
17/82	<u>MACEY'S MEADOW</u>			
	<u>Minutes of Meeting held on 18 January 2017</u>	SH		
	<p>Minutes of the meeting held on 18 January 2017 were received.</p> <p>Mr Doyle gave the Assistant Clerk a list of tools that was needed. It is still a possibility that Pippa Palmar may provide them under the scheme but due to sickness leave it has not been possible to make enquiries. The Assistant Clerk to obtain costs.</p> <p>Mr Selkirk had written to Network Rail regarding damage to the meadow during rail works. A reply is awaited.</p> <p>Mr Doyle said that members of Macey's Meadow had discussed a possible bonfire event to commemorate the end of World War One to be held on the Meadow. Feelings were mixed and under the original agreement it was not permitted to burn materials.</p>			
	<u>Paper on Building a Brand Identity for Macey's Meadow</u>			
	<p>See Appendix 1 for details of the paper.</p> <p>The competition is open to all ages across the whole community, all level of artistic ability welcome, prize voucher to be spent in West Malling High Street. Competition to run from Monday 20 February to 5.00pm on Sunday 16 April 2017. Entries to be sent to the Parish Council via post or email. The competition will be judged by 5 Macey's Meadow volunteers.</p> <p>The competition will be advertised on social media, website, KM, Downsmail, local schools and shops.</p>			
17/83	<u>PLAYING FIELD</u>			
	<u>Children's Play Equipment Repairs</u>	SH	✓	
	It was noted that a quotation had been received for the repairs to the trim trail to replace post for the sum of £120.00. It was agreed that the quotation be accepted and the funds be met from play equipment repairs.			

	<p><u>Annual Play Equipment Inspection Report</u></p> <p>It was noted that the annual play area inspection had been carried out by Craigdene. A summary of the report is attached to these Minutes (Appendix 2)</p> <ul style="list-style-type: none"> • Trip hazards under gate – Assistant Clerk to inspect • Chainlink fencing – obtain quotes • Gate post – obtain quotes • Litter bin – replace liner • Benches – ask John Collins to clean • Planting – included in Tender for 2017 • Weed growth – Assistant Clerk to speak with Turfsoil. • Cable Run – Assistant Clerk to check brake. • <p>The Assistant Clerk said the report had not highlighted the removed post from the trim trail. A letter should be sent to Craigdene highlighting this error.</p>	SH JC	✓ ✓	
	<p><u>MK11 Spring Meeting – 23 April 2017</u></p> <p>It was noted that an application had been received to hold their annual car spring meet at on the playing fields on 23 April 2107. The Village Hall has been booked in conjunction with this.</p> <p>It was agreed that permission be granted subject to ground conditions. They should also be made aware that the farmers market and St George's Day parade are also held on this day. A donation of £50.00 to be requested.</p>	SH	✓	
17/84	<p><u>CRICKET MEADOW</u></p> <p>There had been no episodes of anti-social behaviour.</p>			
17/85	<p><u>BALL PARK</u></p>			
	<p><u>Annual Ball Park Inspection Report</u></p> <p>It was noted that the annual inspection had been carried out by Craigdene. Details shown on Appendix 2.</p> <ul style="list-style-type: none"> • Leaves – John Collins be asked to clear the area of leaves • The School be asked to open the ball park as the gate had been safe for some time. 	JC Clerk	✓ ✓	
17/86	<p><u>LAND WEST OF AGE CONCERN</u></p>			
	<p><u>Lime Tree</u></p> <p>The Assistant Clerk reported that she had contacted Liz Guthrie regarding the siting of the new tree. Her reply states that it is fine to plant nearby or in the same place if the stump has been ground out. Ganoderma tends to manifest itself in the form of fungal fruiting bodies when the spores have entered an old wound and travelled through the tree many years later not through the rooting system and soil. Mr Stevens said he would have a look at the site.</p> <p>The Assistant Clerk to make enquiries regarding purchase of a tree.</p>	PS SH	✓	
17/87	<p><u>VILLAGE HALL</u></p> <p>Mrs Turner reported that the hall continues to run smoothly with regular hirers, leaving few slots available for anyone looking for a regular weekly booking. Work to install the new heating system had started. The next meeting of the Village Hall Management Committee</p>			

	<p>will be Thursday 23 February 2017.</p> <p>Mrs Turner had prepared a report on the history of the Village Hall. She will send a copy to the Clerk.</p> <p>Discussion took place regarding a possible management plan between the Parish Council and the Management Committee.</p>			
17/88	<u>VILLAGE GREEN</u>			
	<p><u>Shrub Bed Maintenance</u></p> <p>It was noted that KCC are currently looking to this matter. They require a copy of a written agreement which the Parish Council do not have. They are looking into our request to transfer the land back to the Parish Council and if this is not possible a revised written agreement will need to be entered into in respect of reimbursement of costs.</p> <p>The two shrubbery areas either side of the Village Green are owned by KCC. It may be possible to transfer these areas if they agree to transfer the Village Green back to the Parish Council or an agreement can be entered into as above.</p>			
	<p><u>Benches on Village Green</u></p> <p>It was noted a reply had been received from the Borough Council. Due to recent bad weather they have been using their crews elsewhere for operational purposes. The work should be carried out in the next few weeks, however, staining may have to wait until the weather improves. The Assistant Clerk to monitor.</p>	SH	✓	
17/89	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>			
	<p><u>Saturday Freighter Service</u></p> <p>It was noted that a reply had been received from the Borough Council. All details of the Saturday service are available on their website and show the dates for January through to March. The new schedule, from February, does not allow for West Malling to be visited on alternate weeks without impacting on other areas and on the efficiency of grouping the locations together to reduce travel time between sites. The revised schedule has achieved some financial savings that assist in them continuing with the separate WEEE service.</p> <p>The Assistant Clerk to enquire when the next schedule change will be.</p> <p>It was further noted that a reply had been received from the Borough Council in respect of street cleaning. West Malling should receive attention to litter bins and clearance of litter on a daily basis. Unfortunately, it was noted last year that their contractor's cleansing schedule had been amended in error to indicate cleansing on Monday to Friday only. Also some of the litter bins had been missed from the schedule. These errors have now been corrected and they expect the service to be delivered seven days a week.</p> <p>To summarise: litter bins on the High Street should be emptied on a daily basis (usually before 9am) and the High Street cleared of litter each day with the footways being swept where necessary. The channels of the road should also be swept daily. The significant parking on the High Street does make it difficult to ensure that all litter is cleared from the channels on a daily basis.</p>	SH	✓	
	<p><u>The Great British Spring Clean</u></p> <p>This was discussed at Full Council and we are awaiting details from Mrs Dean.</p>			
17/90	<u>PUBLIC RIGHTS OF WAY</u>			
	<u>Parish Walk</u>			

	<p>After discussion it was agreed that the Parish Walk take place on the Sunday 2 April 2017. Starting at the Village Hall at 2pm. Refreshments will be provided after in the Village Hall. To be advertised on social media, website, Downsmail and noticeboard.</p>			
	<p><u>ST LEONARD'S TOWER</u></p> <p>It was noted that a letter had been received from the Malling Society in respect of the condition of the Tower. They seek the support of the Parish Council in urging English Heritage to undertake urgent remedial works to the fabric of the Tower. Whilst English Heritage has spent a considerable amount on fencing and maintaining the surrounds nothing has been carried out to the fabric. Bushes are growing from the upper walls and they are concerned that structural damage is being caused and that this may cause masonry to fall.</p> <p>The Parish Council are in full agreement with the Malling Society's sentiments and would support the Malling Society in urging English Heritage to undertake urgent remedial works.</p>			
17/91	<u>FINANCE</u>			
	<u>Budget Statement</u>			
	The statement of receipts and payments to the date of the meeting was received.			
17/92	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Mr Selkirk reported that the landowner had not clearly defined footpath MR 141 [17/39 refers]. There is not a visible path and no markers have been put in place. The Assistant Clerk to report to the Footpath Officer.</p>	SH	✓	
	<u>Date of Next Meeting</u> – Monday 13 March 2017 (concentrating on Allotments)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.04 p.m.			
	Signed..... Date.....			

Appendix 1

Paper on Building A Brand Identity for Macey's Meadow

Amenities Committee 13th February 2017

1. Background

At the last Macey's Meadow Advisory Committee, there was a discussion about the need to have signage, helping members of the public find Macey's Meadow as well as directing them around the site, highlighting the different areas and names of types of trees.

This had previously been discussed by the Advisory Committee, but as they are a small group of volunteers they have not had the time and resources to do anything about it.

The increased use of Macey's Meadow as a community space (we have seen numbers attending the annual Apple Festival growing year on year) and the need to ensure we can support this continued growth of this and other events means that now is a very good time to do something about it.

We discussed the idea of holding a community competition to get designs for a logo and font that can be used to represent Macey's Meadow and be used as a template for signage and online presence such as website & twitter.

2. Action Required

The Amenities Committee is asked to endorse the recommendations at the end of this paper.

3. Branding Competition

3.1. Scope of the Competition

The competition will be to produce, in either paper or electronic form, a logo and font that can be used as a brand for Macey's Meadow.

3.2. Timing

It is proposed that the competition will run for eight weeks commencing on Monday 20th February 2017, finishing at 17:00 on Sunday 16th April 2017.

3.3. Promotion of Competition

The competition will be promoted online on the Parish Council website and social media accounts. I have spoken to the KM and they are potentially willing to run an article on this in the Kent Messenger.

We will ensure it is included in any edition of the Downs Mail produced during the competition duration. We will produce posters to display on our noticeboard. We will ask local High Street / Swan Street businesses to do the same.

We will send details of the competition to all of our local primary & secondary schools as well as local groups such as the Malling Society.

Details of the competition will be sent to everyone on our mailchimp list.

3.4. Return of Entries

All entries whether in electronic or paper format will be returned to the Parish Clerk.

3.5. Decision Making

The five current volunteers on the Macey's Meadow Advisory Committee along with Percy Macey's children Zoe & her brother will form the group who will select the winner.

The Parish Clerk will administer the process and will remove names from all competition entries (they will be identified by number) to ensure impartiality.

They will have met and made their decision by 23rd April 2017 at the latest.

3.6. Announcement of Winner

The Parish Clerk will notify the winner and make arrangements for a photograph to be taken with the deciding group and the Chairman of the Parish Council.

This will then be promoted in the same manner as described for the competition.

It is planned to make the announcement on 24th April 2017.

3.7. Producing Final Design & Launch

We will not know the amount of work Roth Creative will need to do producing the final logo design & font until the winning design has been selected.

It is therefore planned to launch it at the Apple Festival which will likely to be held at the end of September, beginning of October 2017.

This will allow time for the signage to be produced and installed.

The launch will be promoted in the same manner as we have already described elsewhere in this paper.

4. Prizes & Costs

A prize of £50 has been obtained via a private donation. This will be given to the winner in the form of vouchers for a shop or restaurant in West Malling of their choice.

The winner will also receive a certificate from the Parish Council. The cost of producing this is negligible however there will be a small cost (less than £15) for an appropriate frame.

There are no additional costs associated with running the competition.

We will seek funding from external sources such as the National Lottery to produce and install the new signage.

5. Risks

There are no risks associated with this.

6. Recommendation

I would recommend that we move ahead with implementing this competition,

If agreed, I will come to back to the Amenities Committee with an update at each meeting during the duration of the competition.

Appendix 2

EQUIPMENT	RISK	RECOMMENDATION	COST
Service Gate		None	
Signs		None	
Picnic Table		None	
Pathways	Low/moderate	Trip hazard under gates – Tree roots – remove Tarmac - remove	
Fencing	Low	Chainlink to one side rusty - repair	
Gates x 2	Low/monitor	Post to gate loose in ground	
Seats x 2	Monitor	Decay to slats	
Litter Bin		Liner required	
Picnic Tables x 2	Monitor	Decay to some slats Clean to remove bird fouling	
Planting	Low/moderate	Low level branches – require removal Across the access gates, cut back to No less than 2 metres above head height	
1 Bay, 2 Cradle Seats	Low	Seat damaged. Weed growth along edge of safety surface requires cutting back	Seat being replaced
Static Car		None	
Small Slide		None	
Toddler Unit		None	
Spring Hedgehog		None	
Spring Bird		None	
Junior Multi Unit		None	
Rockerplay	Low/monitor	Shrinkage to edge of safety surface	
1 Bay, 2 Flat Seats	Low/monitor	Minor damage to seat Shrinkage at one edge of safety surface	
Timber Trim Trail	Monitor	Post eye bolts and end link fixings are wearing Decay to base of the posts	
Flymobile		None	
Rotaweb Climber	Low/monitor	Shrinkage at edge of the wear pad	
Igloo		None	
Cable Runway	Monitor	Cable is cutting into the tyre at the stop end causing damage Brake not working	

BALL PARK

This site requires maintenance. Both gates have been locked for some time. The Inspector was advised by the school that one gate was broken and children were climbing over the fence to access. Urgent maintenance is recommended to allow access.

Outside Area		Access paths require sweeping and clearing of debris to reduce slippery conditions	
Picnic Tables x 2		Missing slats and seat to one table	
Litter Bin		Bin missing from frame - replacement	
Ball Court	Monitor	Backboard decaying at one end Lines faded – repaint Surface requires sweeping	