

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 12 JUNE 2017 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Co-opted Members:

Mr M Doyle
Rev David Green
Ms I Macdonald
Mr J Musker

Also in Attendance:

Mrs Sarah Howard (Assistant Clerk)
Two representative from Ryarsh Lane Allotments
Two residents from Ryarsh Lane

Minute		Action by	Action	Response
17/334	<u>APOLOGIES FOR ABSENCE</u> were received from Miss G Barkham			
17/335	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
17/336	<u>ELECTION OF VICE-CHAIRMAN</u> No nominations were given. It was agreed to defer to the next meeting.			
17/337	<u>MINUTES</u> – the Minutes of the meeting held on Monday 15 May 2017 were approved and signed.			
17/338	<u>MATTERS ARISING</u> (17/278.1) Mr Doyle said that he no longer needs to use plot 1A as he has planted the saplings in his garden until they can be planted in Macey's Meadow. (17/289) Mr Stevens asked if we had received any further information from the Malling Society in respect of St Leonard's Well. No information has been received to date.			
17/339	<u>CHURCHYARD</u>			
339.1	<u>Report from Rev Green</u> 1.Replacement of the Barnard Bench Further to the April Amenities Committee meeting, I consulted with the Archdeacon of Tonbridge and the Diocesan Advisory Council about what the rules			

are and how best to resolve the matter.

The Archdeacon has advised as follows:

"A bench has a limited lifespan and this is recognised when it is introduced under appropriate authorisation. It does not have the same sense of permanence as a headstone (for example). The commemoration plaque also would be viewed as having a limited lifespan, but it would not be appropriate just to assume that the bench and plaque should be disposed of without some opportunity for those responsible for introducing the bench in the first place being able to seek to renew it because of its memorial character.

The present Barnard bench should not be removed, except under faculty, and any replacement bench should not be introduced into that location except under faculty. There may be scope for public objection to the removal of the old bench and a faculty process would allow scope for that.

However, prior to any such process, the following enquiries should be made:

1. Would the Parish Council intend to seek authorisation to replace – at their expense - the present Barnard bench (either now or when it is more decayed) with a duly authorised new Barnard bench (- either like-for-like or preferably of a less urban design)?
2. If the Parish Council is not seeking to replace the Barnard bench, a photographic record of the bench and of its inscription should be kept in the church log-book for future information and reference and that the Parish Council may wish to keep a similar record themselves. The physical plaque should be offered back to them.
3. If the Parish Council does not intend to seek to replace the Barnard bench, then the PCC would be at liberty to seek a faculty to introduce the new Granville bench in that position, which would continue to offer a facility to the public.

If the Parish Council is minded to seek authorisation for a new Barnard bench in the same position as at present, then the PCC could consider seeking to introduce a new Granville bench in another suitable position in the churchyard and this could be handled under List B authorisation, as no removal of the existing bench would be involved."

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Essentially, the question for the Parish Council is whether you wish to renew the bench at your expense or not. I appreciate this was not an expense that either myself, the PCC or the Amenities Committee had budgeted or planned for within our five year plan. I have attached a PDF that describes the design of the two benches recently added into the Churchyard. They replaced worn-out or dilapidated benches that had previously been in place. Any new bench would need to be of the same design in order to pass muster with the DAC and Faculty

	<p>process.</p> <p>My own opinion is that an elegant solution might be to allow the Granville family to replace the bench, remove the Barnard inscription from the existing bench before it is taken away, and then install that brass on a small wooden tablet that could be placed beneath one of the trees in the Churchyard; thus continuing the remembrance for Peter in a suitable spot and without great expense to the Parish Council.</p> <p>Finally, I need to let you know that St Mary’s PCC discussed the matter at their meeting in May and voted unanimously to seek Faculty Approval for the new Granville bench, on the proviso that the Parish Council decide not to seek the Barnard’s bench replacement.</p> <p>2.Tree maintenance - look ahead</p> <p>All that remains from the 2012 Tree Survey is the remainder of the Year 5 work and, specifically, the re-pollarding of four trees. The three Limes that line the footpath at the High Street end of the Churchyard and a fourth Lime at the corner of the North-West Annexe. No special permissions from the Archdeacon or Faculty Petitions will be needed and so this work can presumably go ahead next Spring in the usual rhythm.</p> <p>3.Commonwealth War Graves Signage</p> <p>The new sign from the CWGC scheme to provide signage in all graveyards where war graves are to be found has been erected in the vicinity of Samuel’s Gate. There was no financial cost to WMPC or PCC in the project.</p> <p>4.War Memorial</p> <p>I understand that Val Valvasurra has now stepped down from tending the war memorial and Mr Lucas, who was doing the job temporarily, is now unable to help. An advert ran last month in the Parish Magazine but on-one has stepped forward to take on the job.</p> <p>After discussion regarding the Barnard bench Members thought the idea of removing the plaque and mounting on a wooden plinth and placed in the Churchyard was the best solution. Cost to be confirmed.</p> <p>In respect of the tending of the war memorial a letter of thanks to be sent to Val Valvasurra for all her hard work in keeping the war memorial looking good. The Assistant Clerk to contact the KM correspondent with details of the help required.</p>	SH		
339.2	<p><u>West Malling War Memorial</u></p> <p>It was noted that an indicative quotation had been received from The Stone Shop, as follows:</p> <p>“A thorough survey of the West Malling War Memorial has been carried out and can confirm our estimate to carry out the complete restoration of the stone work including raking out all open joints and re-pointing.</p>			

	<p>Our estimate includes the provision of a fully sheeted scaffold and Heras security fencing to protect the public.</p> <p>The estimate includes re-enamelling the inscriptions on the bronze panels.</p> <p>Once the stonework has been restored we have also priced to carry out full cleaning the stone work on the memorial.</p> <p>In addition to the above work we would complete Smart Water marking of the bronze panels for identification should they be stolen.</p> <p>Following the above works we have included the preparation & re-painting of the war memorial fence and repairs to the stone gate posts.</p> <p>Our estimate is £15500 plus vat.</p> <p>We have undertaken a complete photographic survey of the project.</p> <p>Rev Green said he knew of two other stone companies and asked for the details of the work involved as he will contact them.</p> <p>The Assistant Clerk to obtain information of grants available.</p>	SH	✓	
		SH	✓	
339.3	<p><u>Churchyard Management Document</u></p> <p>It was agreed that the Churchyard Management Document be sent out, to Members, via email for approval. To be ratified at Full Council in July.</p>	SH	✓	
	Representatives of the Churchyard left the meeting at 7.55p.m.			
17/340	<u>Allotments</u>			
340.1	<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 – Vacant. It was suggested that the plot could be used by local groups who could rent a bed. The Assistant Clerk to make enquiries. • 4 – (tenant was present at this meeting and left the room at 7.58p.m.) Weeds not controlled, hedges and grass not maintained. To monitor. (tenant returned to the meeting at 8.02p.m.) • 5A – less than 75% cultivated and weeds not controlled. After discussion it was agreed that a letter to quit be sent recorded delivery. • 9A – weeds not controlled. To monitor. • 18A – weeds not controlled. To monitor. • 23A – ask tenant to move wheelie bin to cricket meadow end. • 26A – less than 75% cultivated, weeds not controlled, grass not being maintained. The tenant has relinquished the tenancy and asked that the deposit not be returned to offset any works that need to be carried out. Mr Stevens to inspect • 26B – hedge and grass not being maintained. Tenant was present at this meeting and said that the work is to be done • 27A – less than 75% cultivated, weeds not controlled, grass not being maintained. It was agreed that a first letter be sent. • 28A – less than 75% cultivated and weeds not controlled. It was agreed that a first letter be sent. • 28B – fruit tree not managed. Tenant is unwell. Letter to be sent asking if she would like help with the allotment. • 29A – less than 75% cultivated, weeds not controlled, fruit trees not managed, grass not maintained. The Assistant Clerk said that the tenant will be using a contractor to clear the plot. To monitor. 	SH	✓	

	A letter to be sent to all tenants to remind them to lock away their tools and not leave them laying on the plots. New tenants to informed about the tool marking scheme.			
340.2	<u>Ryarsh Lane Allotment Society</u> . The RLAS report was presented and it was felt that it agreed with the WMPC report.			
17/341	<u>Ownership and Maintenance – bank in Ryarsh Lane</u> A resident of Ryarsh Lane said about the state of the bank in Ryarsh Lane. The bank is the responsibility of TMBC. When planning permission was granted for the business car park conditions were imposed. The vegetation along Ryarsh Lane requires a commitment to long term maintenance. All planting, seeding and turfing comprised in the approved scheme of landscaping shall be implemented during the first planting season following completion. Any trees or shrubs removed, dying, being seriously damaged or diseased within 5 years of planting shall be replaced. TMBC had carried out some work to the bank They said that they have been in correspondence with TMBC over many years complaining about the lack of maintenance, They have met with Officers but the matter has not been resolved. Some residents of Ryarsh Lane have planted up the bank as TMBC have shown little interest in maintaining it. The residents would like to take on the planting of the bank . The resident to provide the Assistant Clerk with copies of the correspondence to TMBC. The Parish Council to arrange a site meeting with Officers to discuss a way forward.	SH		
	Residents left the meeting at 8.30pm			
17/342	<u>MACEY'S MEADOW</u> The Assistant Clerk reported that she had obtained quotes for a kissing gate and a field gate. The cost of the kissing gate is £256.93 + VAT, field gate is £104.28 + VAT. Delivery cost is £80.00. A quote had been received to install a kissing gate and post and rail fencing for the sum of £510.50. The Assistant Clerk to obtain a further quote for the installation of a kissing gate and field gate. Mr Doyle reported that general clearance of the Meadow was being carried out. Comment was made regarding the Norman Road hedge as it is now starting to encroach onto the pavement. The Assistant Clerk said that it cannot be cut back until October due to birds nesting unless Notice is given by KCC to cut back. A decision had been made regarding the logo competition and the winner has been notified. The Bat and Bird event was well attended even though the weather had not been good. There could be a possibility of a reptile event being held. Mr Selkirk asked if a risk assessment document had been completed. Mr Doyle said that this was in hand.	SH	✓	
17/343	<u>PLAYING FIELD</u>			
343.1	<u>Leylandii Trees Bordering the Tennis Courts</u> It was noted that two quotations had been received for the removal of the 5 large conifers adjacent to the tennis courts, as follows: <u>Day Tree Fellers</u>	SH	✓	

	<p>Fell 5 x large conifers next to tennis court. Remove all risings from site £700.00 + VAT</p> <p><u>Trojan Tree Care</u></p> <p>Fell 5 x large conifers next to tennis court. Remove all risings from site £1140.00 + VAT</p> <p>It was agreed to budget for this work in 2018/19.</p>			
343.2	<p><u>Children's Play Area</u></p> <p>It was noted that the quarterly play area inspection had been carried out by Outdoorsy Living Ltd, as follows:</p> <ul style="list-style-type: none"> • Zip Wire – the wire has damaged the brake tyres at each end of the unit – Low risk • Double Swing Unit – the rubber wetpour surface is shrinking from the edges – Low risk • Rocker – the rubber wetpour surface is shrinking from the edges – Low risk • Log Scramble – the top horizontal support pole is showing signs of rot and the top metal fixings are wearing – Low risk • Balance Beam – the top of the support post needs to be rounded off – Low risk. <p>The Assistant Clerk to ask the contractor that installed the balance beam support post to round off.</p> <p>A quotation had been received from Outdoorsy Living Ltd to cut back 200mm wide strip of rubber around the perimeter of the double swing unit and replace with new for the sum of £660.87 + VAT, This work has been budgeted for in 2017/18 and it was agreed that the quotation be accepted.</p>	SH	✓	
17/344	<p><u>Park Run Consultation</u></p> <p>It was noted that a consultation paper had been received which sets out the Government's proposals to legislate to put it beyond doubt that local authorities, including Parish Councils, cannot charge parkrun or junior parkrun for the use of local parks and whether the proposals should extend beyond parkrun and junior parkrun to other organisations or types of use of public parks.</p> <p>Discussion took place and members made comment on the playing fields and cricket meadow but these are not areas that are used for parkruns.</p>			
17/345	<p><u>CRICKET MEADOW</u></p> <p>The Assistant Clerk did not have anything to report</p>			
17/346	<p><u>BALL PARK</u></p>			
	<p><u>CCTC Meeting</u></p> <p>It was noted that two quotations had been received for various tree works at the ball park, as follows:</p> <p><u>Day Tree Fellers</u></p> <p>To remove two trees either side of Sycamore £200.00 + VAT Fell Sycamore £500.00 + VAT To crown lift Sycamore £350.00 + VAT</p> <p><u>Trojan Tree Care</u></p> <p>To remove two trees either side of Sycamore £ 60.00 + VAT</p>	SH	✓	

	Fell Sycamore To crown lift Sycamore	£450.00+ VAT £120.00 + VAT			
	Quotations to be referred to the next anti social behaviour meeting.				
17/347	<u>VILLAGE HALL</u>		SH	✓	
	<p>It was noted that a report had been received, as follows:</p> <ul style="list-style-type: none"> The Parish Council has offered to host the new WMVH website free of charge. Discussions to take place regarding the different options available including transfer of domain name, type of content, edit rights, maintenance, etc. Hallmark Level 3 application went extremely well and a confirmed decision is imminent Quotes for the roof leak have been sought with a view to the working being carried out in July/August. WMVH was also accepted for the Tesco Bags of Help Grant Scheme with a potential award of up to £4,000 if successful. The hot water tank and 4 showers in the changing rooms have been removed and replaced by 2 new electric showers and a new electric water heater AGM took place with officers and trustees in place for the next 12 months. Thanks were given to Chris Gosney by the Committee for all his hard work in the previous 12 months enabling the hall to run successfully, secure a new grant and for keeping maintenance costs to a minimum. Next meeting scheduled for Thursday, 24 August 2017 <p>It was agreed a letter should be sent to Chris Gosney, trustees and committee members thanking them for all their hard work.</p>				
17/348	<u>VILLAGE GREEN</u>				
	<u>Shrub Bed Maintenance</u>		SH	✓	
	<p>The Assistant Clerk reported that the bushes on the planting area by the railway bridge had been cut back. It was felt that they needed to be cut back further as visibility was still poor when exiting the car park.</p> <p>Comment was made regarding the possibility of a working party of volunteers to help with the upkeep of the Village Green. Details of this should be sent to the KM Correspondent and the Downsmail.</p>				
17/349	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>		SH	✓	
	<p>Mrs Smyth reported that the recycling bins in the car park are overflowing. They become full not long after they have been emptied. This should be reported to TMBC. Concerns were raised that local businesses may be using the facility. Existing CCTV covers this area. The Assistant Clerk to make enquires.</p> <p>There is no plastic recycling facility at the train station. TMBC to be asked to look into providing this.</p>				
17/350	<u>ST LEONARD'S TOWER</u>				
	The Assistant Clerk did not have anything further to report.				
17/351	<u>PUBLIC RIGHTS OF WAY</u>				
351.1	<u>MR116 – Proposed Diversion</u>		SH		

	It was noted that a copy of the comments from the Ramblers Local Footpath Officer had been received. Copies of the maps attached to be sent to Mr Stevens KCC to be asked for the date of the decision.		✓	
351.2	<u>Weed Control of Public Footpaths</u> Concern had been raised regarding the overgrown state of the public footpaths. PROW officer had been asked for clearance schedule which has been received. Footpaths within the Parish Council are cut twice a year. Mr Stevens said that MR158 had now been cut.			
17/352	<u>FINANCE</u>			
	<u>Budget Statement</u> The statement of receipts and payments to the date of the meeting was received.			
17/353	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> Mrs Smyth said that there is no water coming from the Cascade and that the weed growth on the frontage is very prolific. Mr Selkirk said that he had traced the stream to the source and there is very little water flow which is probably due to the low water table. The Assistant Clerk to speak with Mrs Dean regarding the weed growth. Mrs Javens said about fly tipping at the start of the ashy path in Norman Road. The Assistant Clerk to inspect and take photos, if necessary, and this should be reported to the PROW Officer at KCC.	SH	✓	
	<u>Date of Next Meeting</u> – Monday 10 July 2017 (concentrating on Allotments)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.35 p.m. Signed..... Date.....			