

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 7 AUGUST 2017 AT 7.30PM AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mr R Selkirk
Mr L Collins
Miss G Barkham
Mrs Y Smyth

Co-opted members:
Mr M Doyle
Rev David Green
Ms I Macdonald
Mrs C Medhurst

Also in Attendance:
Mrs Sarah Howard (Assistant Clerk)
Two representative from Ryarsh Lane Allotments
Mr J Collins – resident of West Malling

Minute		Action by	Action	Response
17/435	APOLOGIES FOR ABSENCE were received from Mrs L Javens.			
17/436	DECLARATIONS OF INTEREST – none other than those routinely declared.			
17/437	MINUTES – after an amendment to (17/403) being <u>if</u> it is felt necessary the Minutes of the meeting held on Monday 10 July 2017 were approved and signed.			
17/438	MATTERS ARISING There were no matters arising.			
17/439	CHURCHYARD			
439.1	Report from Rev Green Rev Green reported that faculty permission had been granted for the replacement of the Barnard bench and they are awaiting the new bench. Viners have, kindly, provided a tablet for the Barnard plaque at no cost. This will go into the ground in the Churchyard. Turfsoil be asked to cut the grass.	SH	✓	
439.2	West Malling War Memorial Rev Green reported that he had contacted three companies in respect of work to the war	SH	✓	

	<p>memorial – Heritage Stone, JF Stone Works and Southern Stone. He is awaiting a quotation. He said that Faculty permission maybe required. The Assistant Clerk to see if planning permission will be required.</p> <p>Ms Macdonald said that the planting around the memorial looks lovely and Mrs Collins to be thanked for all her hard work.</p> <p>The Assistant Clerk said that Mrs Collins had provided an update of the work she had carried out. Mr L Collins said that the tap at the rear of the church was not working. Rev Green said he was looking into this.</p> <p>The Assistant Clerk reported that the cost of a report from The Stone Shop was £250.00+ VAT and is refundable should they be awarded the contract.</p> <p>The Assistant Clerk said that a pre-application grant can be submitted to the War Memorial Trust. The Clerk had taken some photos of the work required. This will be completed and forwarded to them.</p>			
439.3	<p><u>Churchyard Specification for Tender</u></p> <p>Discussion took place regarding the specification. The Assistant Clerk asked that it be amended to include a schedule of works to be sent to the Parish Office in advance. It was agreed that the Churchyard specification be put out to Tender on 17 October 2017. (See Appendix 1)</p>			
	Churchyard representatives left at 8.45pm			
17/440	<u>Allotments</u>			
440.1	<p><u>Report by West Malling Parish Council and Ryarsh Lane Allotment Society</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 – The Assistant Clerk said that West Malling Community Choir were interested in a raised bed scheme. There was no response from Westmara. Quotes to be obtained for raised beds and walkways. The contractor to be asked to re-strim. • 3 – Weeds not controlled and crops fallen across the path. To Monitor. • 5A – Less than 75% cultivated, weeds not controlled and grass not maintained. Tenant to relinquish plot in November and deposit will be retained if work is not carried out. • 9A – Weeds not controlled and grass not maintained. A letter to be sent. • 18A – Less than 75% cultivated and fruit trees not being managed. To monitor. • 18B – Weeds not controlled. This has a new tenant. • 19A – Less than 75% cultivated and fruit trees not managed. To monitor • 27A – Less than 75% cultivated and weeds not controlled. A letter had been sent after the July meeting and due to the August meeting being a week early the tenant has until 18 August 2017 to respond. Mr Selkirk and the allotment society will inspect the plot after this date. • 28A – Less than 75% cultivated, weeds not controlled. No plot marker. Letter to be sent. Mr J Collins to replace plot marker. • 29A – Less than 75% cultivated. Letter to be sent. • 29B – Vacant. To be strimmed. <p>The path between 9A and 10 to be reinstated by tenants. Letter to be sent.</p> <p>The Assistant Clerk to book a date in October, with the contractor, for the hedge to be cut.</p> <p>Mrs Medhurst, on behalf of the allotment society, asked if consideration could be given to the allotment deposit being increased, for new tenants, to deter tenants from leaving the plot overgrown should they relinquish their tenancy. To be discussed further at the next</p>	SH	✓	

	<p>meeting.</p> <p>The allotment society would like to increase the advertising of the allotments so that there is a waiting list. They would like to advertise in the library, newsagents, village hall and possibly the railway station. A copy of our advert to be sent to Mrs Medhurst and the allotment society.</p> <p>The allotment society reported that the rabbit proof fencing has been successful.</p> <p>Consideration should be given to the replacement of the taps and water tanks. To be discussed further at the next meeting.</p> <p>When considering the specification for the allotments an amendment to be made to the clearing of plots. It should be to strim, weed kill and cover.</p>			
440.2	<p><u>Request for Shed – Plot 26B</u></p> <p>A request had been received from the tenant of plot 26B to erect a 6x4ft shed at the cricket meadow end. Permission was granted subject to the usual conditions.</p>	SH	✓	
	Two allotment tenants left the meeting at 8.20p.m.			
17/441	<u>MACEY'S MEADOW</u>			
441.1	<p><u>Kissing Gate/Vehicle Gate entrance to Macey's Meadow rear of Cricket Pavilion</u></p> <p>It was noted that a quotation had been received to install a kissing gate, 10ft metal farm gate and gate posts for the sum of £500.00. To be referred to the next CCTV meeting.</p>	CC	✓	
441.2	<p><u>Cutting of Internal Hedge</u></p> <p>The quotation for internal hedge cut was a hand cut. Four Seasons Gardens to quote for mechanical cut.</p>			
441.3	<p><u>Cutting of External Hedge along Norman Road</u></p> <p>It was noted that permission had been granted by KCC for the external hedge cutting. The contractor had carried out the work on Friday 4 August.</p> <p>The Assistant Clerk reported that in several places the hedge had been cut back by residents. One particular section had been hacked at and the branches thrown over into Macey's Meadow. It is very unsightly. A letter is to be delivered to residents whose properties are opposite the hedge. The letter is to state that we are required to obtain permission from KCC to cut the hedge during nesting time. Heavy fines can be imposed on landowners if permission is not granted. The Parish Council is aware that some cutting has taken place, by residents, before our contractor was on site. The Council are aiming to maintain the hedge at a height of 1.8 metres the length of Norman Road. Additional work will be carried out later in the year to reduce the existing height. Members ask that residents do not cut back or reduce the height of the hedge at any time during the year.</p>	SH		
441.4	<p><u>Cutting of Internal Hedge along Norman Road</u></p> <p>It was noted that a quotation had been received, from Four Seasons, for the internal cut of the hedge along Norman Road for the sum of £360.00 + VAT. It was agreed to include this work in the specification tender.</p>	SH	✓	
441.5	<p><u>Risk Assessment</u></p> <p>A draft risk assessment for Macey's Meadow volunteers was received. Discussion took place regarding health and safety training for machinery, tools and other general volunteer works. It should include a risk assessment for the general public when volunteer works are taking place. It was agreed to discuss this further at Finance and General Purposes.</p>	SH	✓	

	<p>Mr Doyle expressed concern regarding the Apple Fest in September and members of the public. The risk assessment for this event will be carried out by the Orchard Project and the Assistant Clerk to obtain a copy of the insurance and risk assessment.</p> <p>Mr Doyle reported that they will not be pursuing the Countryside Stewardship scheme. The work involved in obtaining the grant outweighs the benefits.</p> <p>The Assistant Clerk asked if the £350.00 compensation money from Railscape had been safeguarded for any particular use. Members said it had not. Mr Doyle said that they were looking into options for hay baling.</p>			
17/442	<u>PLAYING FIELD</u>			
442.1	<p><u>Security of Field</u></p> <p>Mr Selkirk said about installing a height restriction barrier with a lower gate at the entrance to the car park. He was awaiting costs. A member of the committee was not in favour of a combined gate/barrier as it would restrict use for members of the public. The field gate onto the playing field may need to be replaced with a more sturdy gate and a kissing gate at the pedestrian access.</p> <p>Quotations are awaited for the replacement chainlink fence along the boundary of the children's play area and playing fields.</p>			
442.2	<p><u>Children's Play Area</u></p> <p>The Assistant Clerk reported that the contractor had repaired the play surface under the multi swing unit although she felt was unsatisfactory due to cracks. Photos of the surface had been taken and sent to the contractor who will be returning to the site to repair.</p> <p>The Assistant Clerk reported that the flat swing seat on the multi unit had been cut. There are no sharp edges for any damage to be caused to users. It was agreed that a replacement seat be ordered for the sum of £52.88 + VAT.</p> <p>Mr J Collins had made a very good repair to the damaged bench. It was agreed to carry out maintenance of the other benches in the next financial year.</p>	SH	✓	
442.3	<p><u>Hedge Cutting, boundary of Playing Fields</u></p> <p>The Assistant Clerk reported that Day Tree Fellers budgeted cost for the cutting of the hedge on the boundary of the playing fields remains at £3500.00 although VAT will now be added. It was agreed that they carry out the work as soon as possible in September being mindful the football pitch.</p>	SH	✓	
442.4	<p><u>Football Pitch Hire Conditions</u></p> <p>The conditions of letting for the football pitch was discussed. The Assistant Clerk to speak with our insurers for the recommend public liability insurance the clubs must have.</p> <p>Consideration of an increase in pitch fees to go the October meeting.</p>	SH	✓	
442.5	<p><u>Provision of Community Tennis Coaching</u></p> <p>A request to introduce community tennis at West Malling had been received. They look to provide coaching for all age groups. It was agreed that the Clerk and Assistant Clerk meet with them to discuss their proposal.</p>	CC SH	✓	
442.6	<p><u>Area behind garage of 11 Woodland Close</u></p> <p>A request had been received from the resident of 11 Woodland Close to replace the old, Parish Council owned, chainlink fence behind the garage and replace with a wooden fence. To erect the fence access and some clearing of the bushes will be required. Cost</p>	SH	✓	

	to be covered by the resident. After discussion it was agreed that the work can be carried out. They will need to contact the Parish Council for access and the area that they are working in to be cordoned off as it is in the children's play area.			
17/443	<u>CRICKET MEADOW</u>			
443.1	<u>Cricket Meadow Specification for Tender</u> Discussion took place regarding the specification. The Assistant Clerk asked that it be amended to include a schedule of works to be sent to the Parish Office in advance. The Assistant Clerk to check the lease as the staples and ragstone memorial stone was now the responsibility of the Cricket Club.	SH	✓	
443.2	<u>Anniversary Plaque</u> The Assistant Clerk reported that she had obtained a quote from Timpson to replace the plaque for the sum of £39.00. It was agreed that it be renewed.	SH	✓	
17/444	<u>BALL PARK</u> The Assistant Clerk did not have anything to report			
17/445	<u>VILLAGE HALL</u> Mrs Turner had prepared the following report: <ul style="list-style-type: none"> • Village Hall now obtained Hallmark level 3. • Were successful in obtaining a grant from Tesco Bags of Help. • Work on the roof now in progress. The roofers noted that the lead on the base of the chimney had been stolen but fortunately there had already been a request to remove the stack which is no longer in use. • Thanks must go to Chris Gosney for all his hard work. They should be asked if the stolen lead had been reported to the police.	SH	✓	
17/446	<u>VILLAGE GREEN</u> The Assistant Clerk did not have anything to report.			
17/447	<u>LAND WEST OF AGE CONCERN</u>			
447.1	<u>Felling of Hornbeam Tree</u> The Assistant Clerk reported that Day Tree Fellers budgeted cost for the felling of the Hornbeam Tree remains at £380.00 although VAT will now be added. It was agreed that they carry out the work once planning permission has been obtained from TMBC. The Assistant Clerk reported that the paperwork had been submitted. The resident of 18 Norman Road to be informed.	SH	✓	
447.2	<u>Planting of replacement Lime Tree</u> It was noted that a quotation had been received from Four Seasons Gardens to clear and prepare for planting for the sum of £117.85 + VAT. It was agreed to refer to Full Council with a recommendation to accept as there is no money budgeted for this work.	SH	✓	
17/448	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u> It was reported that recycling is still being left around the banks when they are full. Mr Stevens said that they were a van down. This should be referred to the Parish	SH	✓	

	Partnership Panel.			
17/449	<u>PUBLIC RIGHTS OF WAY</u>			
449.1	<u>MR116 – Lavenders Road</u> The revised proposal for the above diversion was received. The footpath will run on the path's original alignment, diagonally across the field. It was agreed that there were no objections but the revised route should be clearly waymarked.	SH	✓	
449.2	<u>MR136 – Ryarsh Lane</u> It was noted a reply had been received from the PROW officer. This section of MR136 is not due to be cut at all. They maintain surface vegetation and instruct landowners to trim back hedges that are effecting the users. As this is only a footpath and walkers can use it they will not be cutting or instructing anyone to cut the hedges. Four Seasons to be asked to provide a quotation to cut the section of hedge from the allotments along the boundary of Macey's Meadow as they will be cutting the allotment hedge. This section should be included in the specification for the allotment hedge cutting.	SH	✓	
17/450	<u>Ownership and Maintenance – bank in Ryarsh Lane</u> It was noted that a reply had been received from TMBC regarding the bank in Ryarsh Lane. This area is subject to removal of damson suckers once a year and they will cut back any significant over hanging onto the road when identified. The response should be forwarded to the resident of Ryarsh Lane and ask that she monitors the bank and to report any concerns to the Parish Council.	SH	✓	
17/451	<u>FINANCE</u>			
	<u>Budget Statement</u> The statements of receipts and payments to date were received.			
	<u>Accounts for Payment</u> – totalling £1097.39 were approved – see attached.			
17/452	<u>STAFF MATTERS</u> This item to be referred to September Full Council due to time restrictions.	CC	✓	
17/453	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> Mr J Collins reported that the first tree on the island in the village hall car park is dead. The Assistant Clerk to obtain a quotation for removal. Mrs Smythe asked if all the rabbit traps in Macey's Meadow had been removed. Mr Doyle said that no new ones had been found recently. Miss Barkham, on behalf of the Malling Society, spoke about St Leonard's Well. The Malling Society to be asked for their proposals on the future of the Well but at this time the Parish Council were not in a position to provide financial help.	SH	✓	
	<u>Date of Next Meeting</u> – Monday 11 September 2017 (concentrating on Allotments)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.40 p.m.			
	Signed..... Date.....			

WEST MALLING PARISH COUNCIL**ST MARY'S CHURCHYARD**
SPECIFICATION

Mowing - the contract is to run from Monday 19 February 2018 to Friday 9 November 2018, 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 trimmers 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.

A schedule of works to be sent to the Parish Council in advance.

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 10 November 2017

The Parish Council is not bound to accept the lowest tender

WEST MALLING PARISH COUNCIL**AREA:****ST MARY'S CHURCHYARD**

<u>OPERATION</u>	<u>UNIT COST PER OPERATION</u>	<u>FREQUENCY</u>	<u>TOTAL COST</u>
Mowing		14	
Strimming		14	
Tree work/foliage		2	
Selective weedkill		1	
Paths		1	
Clearance of ivy from walls		1	

TENDER SUBMITTED BY:

Accounts for Payment 7th August 2017cheques to
be
drawn

	£	£
Four Seasons Gardens (cheque 5353)	43.50	52.20
(invoice 1377 allotments / Ryarsh Lane weedkiller staples - 2nd cut)	£ VAT 8.70	
	£	£
Turfsoil Limited (single cheque 5354)	123.00	147.60
(Inv 49449 Churchyard - mow x1 & strim x 1)	£ VAT 24.60	
	£	£
Turfsoil Limited	85.00	102.00
(Invoice 49450 Playing field mow & strim)	£ VAT 17.00	
		£
Mr John Collins (cheque 5355)		344.00
(Litter picking & other duties 44 hours @£7.50 per hour - £330 plus reimbursement for cable ties / timber & bags - £14)		
		£
Mick Pearce (cheque 5356)		158.79
(Reimbursement for diesel & oil for Macey's Meadow tractor)		
		£
Malling Memorial Institute (single cheque 5357)		30.00
Invoice 51/17 room hire for 28/7/17		
Invoice 55/17 room hire for 21/8/17		
		£
Mr Mervyn Carr (cheque 5358)		220.00
Breaking / disposal of concrete nr Age Concern)		
		£
Mrs Sarah Howard (cheque 5359)		7.00
(Reimbursement for playground signage)		
		£
Mrs Claire Christmas (cheque 5360)		35.80
(Reimbursement for stamps, key cutting & postage)		
(£23.40, £10.00 & £2.40)		
		£
Total		1,097.39