

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 13 AUGUST 2018 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mrs L Javens
Mr N Stapleton
Miss G Barkham

Co-opted Member:
Ms I Macdonald

Also in Attendance:
Mrs Sarah Howard (Assistant Clerk)
Mr J Collins – employee of West Malling Parish Council
Five residents

Minute		Action by	Action	Response
18/434	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Y Smyth, Mr M Doyle and Rev David Green			
18/435	<u>DECLARATIONS OF INTEREST –</u> Mr Stevens and Mrs Javens declared an interest in [18/441.1] Mr Stevens has relatives living close to the area and Mrs Javens lives on the boundary of the playing fields. Mr Stevens declared an interest in [18/441.3] as he is a member of the Town Malling Club.			
18/436	<u>MINUTES</u> - after an amendment to [18/381] being the omission of minute numbers for Declarations of Interest and [18/383] there not their the Minutes of the meeting held on Monday 2 July 2018 were approved and signed.			
18/437	<u>MATTERS ARISING</u> There were no matters arising.			
18/438	<u>CHURCHYARD</u>			
438.1	<u>Report by Rev David Green</u> In the absence of Rev David Green there was no report available.			
438.2	<u>West Malling War Memorial</u> The Assistant Clerk reported that the Parish Council has been awarded a grant, from the War Memorial Trust, for the sum of £3630.00 towards the restoration. This represents 50% of the eligible costs. St Mary's Church have been successful in their bid for the Bags for Help at Tesco and this			

	<p>will start at the end of August.</p> <p>It was noted that a request had been received from a family member of one of the fallen soldiers who has asked if it is possible to add a middle initial to his grandfather's name on the plaque as part of the restoration. The Assistant Clerk said that she had spoken to Antique Bronze and it is not easy to do and will be an additional cost. A quotation is awaited.</p>			
438.3	<p><u>Silent Soldier/There but not there</u></p> <p>Discussion took place regarding the There but not there cut out figure. It was reported that one would not be purchased through the Parish Council. Some members were disappointed with this. There may be funds available through the St Mary's fundraising. The Assistant Clerk to ask Rev David Green for this comments.</p> <p>The Assistant Clerk reported that she had applied to The Armistice and Armed Forces Communities Programme for silhouettes that stand on benches/pews. Two had been awarded.</p>	SH		
438.4	<p><u>Removal of Shrubbery, boundary of Churchyard/Churchfields</u></p> <p>It was noted that a quotation has been received for the removal of the overgrown shrubbery on the boundary of the Churchyard/Churchfields, as follows</p> <p>Gavin Jones £345.00 Four Season Gardens £340.00.</p> <p>After discussion it was agreed that the quotation from Four Season Gardens be accepted. To be referred to Full Council for approval as there are no funds budgeted in this financial year.</p>	SH	✓	
	Ms Macdonald left the meeting at 7.45p.m.			
18/439	<u>ALLOTMENTS</u>			
	<p><u>Report by West Malling Parish Council and Ryarsh Lane Allotment Society</u></p> <p>It was noted that Miss Barkham and the Allotment Society had carried out inspections on the allotments and were presented to the meeting, as follows:</p> <ul style="list-style-type: none"> • 29B – less than 75% cultivated, not free of weeds, fruit trees not managed, hedges and grass not maintained. <p>The Assistant Clerk said that the tenant had contacted the office and said he had broken his leg some weeks ago and had not been able to work the plot. A first letter had been sent in July as the plot has not been worked for some time. It was agreed that a letter be sent asking the tenant to make arrangements for the plot to be worked over the next month if they are unable to do the work. Failure to work the plot may result in the Parish Council considering terminating the Tenancy Agreement.</p>	SH	✓	
18/440	<p><u>MACEY'S MEADOW</u></p> <p>Macey's Meadow support the field gate and kissing gate on the boundary of the Macey's and Cricket Meadow.</p> <p>Hay has been baled from both meadows and to date the sum of £310 has been raised. They hope to find a home for the many bales which are still remaining. Any contacts would be welcomed but the bales need to be collected by interested parties and the price is negotiable.</p> <p>The next main event in the Meadow is the Applefest to be held on Saturday 22 September, from 1pm to 4pm. They are hoping for volunteers to bake cakes for them to sell with the apple juice.</p>	SH	✓	

	<p>It was suggested that Riding School for the Disabled and the RSPCA be contacted regarding hay bales.</p> <p>The Assistant Clerk reported that the Cricket Club had discussed the installation of the field gate and kissing gate and other security proposals. They feel the gates to be unnecessary. They feel that more could be achieved by investing the money in securing the perimeter of both the Cricket Meadow and Macey's Meadow. They also say that when considering any improvements to the land to the rear of the pavilion that they own the freehold of a section of land and would be expected to be consulted. The Assistant Clerk said they were looking for the deed to this land so that the Parish Council would be know its location.</p> <p>It was agreed that a letter be sent to the President of the Cricket Club saying the Parish Council are seeking to improve security measures around Council owned open spaces. It is becoming more important in view of the recent traveller activity with the Borough and the strength of feeling amongst local residents should be travellers return to West Malling. The Parish Council request any proposals/suggestions for additional security around the perimeter and to arrange a meeting with representatives from both parties.</p>			
18/441	<u>PLAYING FIELD</u>			
441.1	<p><u>Additional Security of the Car Park</u></p> <p>Discussion took place regarding the additional security of the car park and playing field. The Assistant Clerk to obtain a revised quotation to keep the field gate in its current position and install mesh fencing, same as proposed fencing next to kissing gate, in the gap.</p> <p>It was noted that the Clerk had met with a representative from ATG Access, a company who provide security bollards, to discuss installation of bollards at the playing field. They suggest 7 bollards – costings range from £2491.09 - £2320.15. It was agreed that the bollards were not suitable.</p> <p>Mr Stevens proposed that subject to the change of siting of gates it was agreed that this work and the installation of mesh fencing and bollard to the side of the hall, entrance door side, be referred to Full Council for approval. Seconded by Miss Barkham.</p>	SH	✓	
441.2	<p><u>Use of Pitch on a Sunday</u></p> <p>It was noted that a request had been received for use of the pitch on a Sunday afternoon training on the football pitch. The Assistant Clerk reported that K Sports will no longer be using the pitch but had recently re-let the pitch to an adult team. Assistant Clerk to see which league the two clubs play as it may be possible for them to play on alternate Sundays.</p>	SH	✓	
441.3	<p><u>Use of Playing Field for Malling Town Club Fun Day</u></p> <p>It was noted that a request had been received from Malling Town Club to hold a fun day at the playing field on Saturday 25 August 2018. They will require use of the field for a bouncy castle, various games and a rodeo bull. They have hired the village hall on this day. A copy of insurance confirmation has been received.</p> <p>It was agreed that permission be granted subject to there being no glassware, including bottles, outside of the village hall. BBQs are not permitted due to health and safety regulations but it is understood they will be using the kitchen in the village hall. The area should be cleared of all rubbish after their use.</p>	SH	✓	
441.4	<p><u>Removal of Green Waste Materials</u></p> <p>It was noted that a quotation had been received, from Gavin Jones, to supply labour and equipment to remove green waste materials left after traveller encampment for the sum of £105.00 + VAT. It was agreed that this quotation be accepted and the cost to be met out</p>	SH	✓	

	of additional works in the Amenities committee.			
441.5	<p><u>Children's Play Equipment Inspection</u></p> <p>It was noted that the quarterly children's play equipment inspection had been received. There are two areas of low and medium risk – tightening of the fireman's pole and replacement of a top fixing on the log walk. The Assistant Clerk has asked for costs.</p> <p>A resident of Norman Road, whose garden backs onto the children's play area asked if the large lime tree at the bottom of her garden in the children's play area could be inspected as it is a very large tree. The Assistant Clerk to obtain a report from Day Tree Fellers.</p> <p>The Assistant Clerk to obtain costs for a closed bin in the play area.</p>	SH	✓	
	Residents of Norman Road left the meeting at 8.35p.m.			
18/442	<u>CRICKET MEADOW</u>			
442.1	<p><u>Metal Tree Guard – Lime Tree</u></p> <p>It was noted that a quote had been received from Four Seasons Gardens to supply and install a metal tree guard around the Lime Tree for the sum of £288.35 + VAT. It was agreed to defer until budget time.</p>			
442.1	<p><u>Strimming of benches and around Lime Tree and edges</u></p> <p>It was noted that quotations had been received to cut and trim around age concern, fortnightly, for the sum of £25.00 + VAT. It was agreed that a specification be prepared for Tender in October based on a three week cut.</p> <p>The Assistant Clerk reported that the dog waste bin had been moved but not where the Parish Council proposed. It has been sited next to the bottom field gate in the cricket meadow. It was felt that this was location was acceptable and the installation of a further bin be discussed at budget time.</p>	SH	✓	
18/443	<p><u>BALL PARK</u></p> <p>The Assistant Clerk reported that an updated quotation had been received from Yalding Forge to make, galvanise, paint and fit metal slats for top and seat of bench for the sum of £478.00. It was agreed that the quotation be accepted.</p> <p>The Assistant Clerk reported that she had met with the caretaker of West Malling Primary School regarding the planning application for the removal of the two Cherry tree. He has no objection to the removal but felt that the remaining Sycamore should be inspected for safety.</p> <p>Borough Council to be chased regarding the replacement waste bin.</p>	SH	✓	
18/444	<p><u>VILLAGE HALL</u></p> <p>The quarterly committee meeting will be taking place on Thursday 23 August at 7.30.</p> <p>Cars have been gathering in the car park making a lot of noise and leaving litter. This has already been reported to the PCSO.</p>			
18/445	<p><u>PUBLIC RIGHTS OF WAY</u></p> <p><u>Public Rights of Way Consultation</u></p> <p>Mr Stevens reported that he is preparing a response to the above consultation.</p>			

18/446	<u>RECYCLING/WASTE SERVICES</u>			
	<p><u>Public Conveniences Review</u></p> <p>It was noted that the Borough Council are currently undertaking a review of this provision. They seek the Parish Council's views on the following:</p> <ul style="list-style-type: none"> • The value need for this particular facility • The perceived level of use and whether this is local or wider use • The condition of the current facilities. • To seek comments as to whether the Parish Council would be open to discussions of the potential transfer of the facilities. <p>It was agreed that a draft response be referred to Full Council saying that the toilets are an important facility and is regularly used by visitors, bus and coach drivers and the busy night life in the town. The current condition of the toilets is not good. The Parish Council would be open to discussions of a potential transfer.</p>	SH	✓	
	<p><u>To consider date for Autumn Litter Pick</u></p> <p>It was agreed that the Autumn litter pick will take place on Saturday 27 October 2018. Starting at the village hall at 10am and finishing at The Clout. The Borough Council to be informed of the event and arrangements made to borrow the litter picking equipment. To be advertised in Downs Mail and the KM column.</p>	SH	✓	
18/447	<u>FINANCE</u>			
447.1	<p><u>Budget Statement</u></p> <p>Budget statements were circulated to Members.</p>			
447.2	<p><u>Accounts for Payment and Cheques for Signature</u></p> <p>Accounts for payment - £2078.79 were approved – see attached.</p>			
18/448	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Mr Collins said that overgrowth on the path at the end of the road at West Malling Primary School to the ball park needs cutting back. The Assistant Clerk to report to the school.</p> <p>Mrs Javens said she had attended a meeting with Tesco and they are looking to help in the community. It was suggested that they take part in the autumn litter pick. Further suggestions are Speedwatch and the Christmas light switch on.</p> <p>Mr Stevens asked that members consider ideas for applying S106 money from the development of the Reshape House site. There are distance limitations. An item to be put on the September agenda.</p>	SH	✓	
	<u>Date of Next Meeting</u> – Monday 24 September 2018 (concentrating on Allotments)			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.17 p.m.</p> <p>Signed..... Date.....</p>			

West Malling Parish Council

Accounts for Payment 13th August 2018

cheques to be
drawn

Four Seasons Gardens Ltd (cheque 5511)		£ 558.76	£ 670.51
(Inv 2206 Covering of plots 1a & 18a, strim & weedkilling, strimming of staples, weedkill on allotment path & strimming around stone)	VAT	£ 111.75	
Kent County Council (cheque 5512)		£ 522.65	£ 604.07
Electricity supply 1/6/18 - 30/6/18)	VAT	£ 81.42	
Viking (cheque 5513)		£ 71.86	£ 86.23
(invoice 565698 - inks & paper)		£ 14.37	
Viking (5514)		£ 39.23	£ 47.08
(invoice 602886 tower fan for office)		£ 7.85	
Four Seasons Gardens Ltd cheque (5515)		£ 559.08	£ 670.90
(invoice 2241, strimming, weed kill & covering of allotment plots 2 & 18b + removal of waste)	VAT	£ 111.82	
		TOTAL	<u>£ 2,078.79</u>