

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 8TH JULY 2019 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mrs L Javens
Ms C Medhurst
Miss G Barkham
Ms M Stacpoole

Also in Attendance:
Mrs Sarah Howard (Assistant Clerk)
One resident
Two allotment holders

Minute		Action by	Action	Response
19/398	APOLOGIES FOR ABSENCE were received from Mrs Y Smyth, Rev D Green, Mr M Doyle, Ms I Macdonald and Mr J Musker			
19/399	DECLARATIONS OF INTEREST – Mrs Javens declared an interest in [19/404.1] as she lives adjacent to the children’s play area.			
19/400	MINUTES – the Minutes of the Meeting held on Monday 10 June 2019 were approved and signed.			
19/401	MATTERS ARISING			
	[19/359] Magnolia Planter – Mr Stevens asked if we have received a reply from the Chamber of Commerce. The Assistant Clerk said the letter was drafted and would be sent. [19/355] Cricket Meadow – Mr Stevens reported that use of the cricket pavilion was agreed at Full Council.	SH	✓	
19/402	ALLOTMENTS			
	Report by West Malling Parish Council and RLAS It was noted that Miss Barkham and the RLAS had carried out inspections on the allotments and were presented to the meeting, as follows: 3 – monitor 4 – monitor 6 – monitor 8B – first letter 10 – monitor 17 – monitor 18A – first letter 18B – monitor	SH	✓	

	<p>19A – monitor 19B – monitor 26A – monitor 27B – monitor 28A – monitor 29A – final letter 30 – monitor</p> <p>The allotment watch sign is very overgrown and needs cutting back.</p> <p>The Assistant Clerk reported that a letter had been received from a tenant asking for clarification that the paths running down each side of the allotment plot are shared for the purpose of working the plot and watering. The neighbouring tenant has said they have sole use of the path on the left hand side. A letter to be send to all tenants reminding them the paths between the plots are a shared use. It is a shared responsibility of neighbouring plots to keep the grass cut and all internal hedges cut back. Tenants to also be reminded of the tool marking scheme which runs at the site. RLAS to be contacted.</p> <p>An allotment tenant reported that a metal wheelbarrow had been left by the farm gate. The scrap man to be asked to remove.</p> <p>Mr Stevens reported that the water usage was stable.</p>			
	<p><u>Strimming of Plots 1 and 2B</u></p> <p>It was noted that quotation had been received from Four Seasons to stim all pathways and boundary sides and ends of the plots for the sum of £172.00 + VAT. It was agreed that this be accepted.</p>	SH	✓	
	Two allotment tenants left at 7.57p.m.			
19/403	<p><u>MACEY'S MEADOW</u></p> <p>The Assistant Clerk reported that the volunteers will consider holding a VE Day event at the meadow.</p>			
19/404	<u>PLAYING FIELD</u>			
404.1	<p><u>Overgrown Shrubbery/Hedge – Children's Play Area</u></p> <p>It was noted that two quotes had been received for the removal and reduction of the hedge, as follows:</p> <p>Specification 1 – To remove the mixed hedge Norman Road Playground Area</p> <ul style="list-style-type: none"> • To remove the entire hedge row from the metal railings (garage end of the playground boundary) to the (cul-de-sac end of the playground boundary). Please note that all of the metal chain link fencing and posts will be left in situ • The hedge will be cut down to ground level and all of the stumps will be ground out. • Once the stumps have been ground out a digger will be used to clear all the ivy and all unwanted soil into a skip. Please note that we will need to put a skip in the car park of the playing field and will need access through the gates into the playing field and car park in order to move the material from the hedge line to the car park by dumper. • We will need to confirm if the skip lorry will be able to gain access to the car park in order to drop the skip, if it doesn't have access then we will have to put the skip in one of the cul-de-sacs near to the hedge line. If this is the case then the labour cost will have to be increased as the waste material will have to be moved by wheelbarrow to gain access through the pedestrian gate, hence the increase in labour cost. We will also need to inform the skip company that the skip will be on the road so it will need a, road ticket to go with it. • Once the area is cleared it will then be raked level and seeded for the sum of £2977.00 + VAT 	SH	✓	

	<p>Specification 2 – hedge reduction</p> <ul style="list-style-type: none"> • To reduce the height of the hedge row from the metal railings (garage end of the playground boundary) to the (cul-de-sac end of the playground boundary). • The hedge will be reduced in height to approx. 1.5m (5ft) and the width brought in by approx. 0.6m (2ft). • All arisings will be chipped and the waste will be removed from site For the sum of £536.00 + VAT. <p>Discussion took place and it was agreed that the quote to reduce the hedge be accepted and carried out as soon as they can taking into account nesting birds. Consideration of removal of the hedge and replacement metal fencing at budget time. Residents to be informed.</p> <p>Nurture Landscapes to be reminded that the area next to the new fence will need to be trimmed to keep the growth under control.</p> <p>It was noted that a letter of thanks had been received, from a resident in Woodland Close, for the interim work.</p> <p>Ms Medhurst said about the grass cutting tenders and the possibility of joining with neighbouring parishes using one contract for all areas. The Assistant Clerk to contact local parishes for any interest. KALC to be asked for advice.</p>			
404.2	<p><u>New Rubbish Bin</u></p> <p>The Assistant Clerk said she was unable to find a bin with a flip lid suitable for the play area. It was agreed that a wood effect, letter box type, bin be purchased within the budget of £250.00.</p>	SH	✓	
404.3	<p><u>Damaged Play Surface</u></p> <p>The Assistant Clerk reported that there is a small area of damage to the play surface under the multi frame play equipment. It may cause a trip hazard to young children. A quote had been obtained to repair for the sum of £350.00 + VAT. It was agreed that it be accepted.</p>	SH	✓	
19/405	<p><u>CRICKET MEADOW</u></p> <p>The Assistant Clerk said she was still awaiting a start date and a quote for 5 additional staples.</p>	SH	✓	
19/406	<p><u>BALL PARK</u></p> <p>There was not anything to report.</p>			
19/407	<p><u>VLLAGE HALL</u></p>			
	<p><u>Additional Security Measures</u></p> <p>A reply has been received from waste services who have spoken with their contractor and they will assess when the barrier has been installed. Parker Fencing to be instructed to proceed.</p>	SH	✓	
19/408	<p><u>FINANCE</u></p>			
408.1	<p><u>Financial Statements</u></p> <p>Financial statements were circulated to Members.</p>			
408.2	<p><u>Accounts for Payment and Cheques for Signature</u></p>			

	Accounts for payment - £4356.00 were approved. See attached.			
19/409	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			
	There were no questions			
	<u>Date of Next Meeting</u> – Monday 12 August 2019 (concentrating on Churchyard)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 8.33 p.m.			
	Signed.....	Date.....		

Accounts for Payment 8th July 2019

			cheques to be drawn
			£
Parkers Fencing (cheque 2062)		£3,630.00	4,356.00
(Invoice 3204 fencing & gate at playing field)	VAT	£ 726.00	
		TOTAL	<u>£ 4,356.00</u>