

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 11 NOVEMBER 2019 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mrs L Javens
Miss G Barkham
Mrs Y Smyth
Ms S Margetts

Also in Attendance:
One Resident of Norman Road

Minute		Action by	Action	Response
19/643	APOLOGIES FOR ABSENCE were received from Ms M Stacpoole, Mr M Doyle, Rev D Green, Ms I Macdonald and Mr J Musker.			
19/644	DECLARATIONS OF INTEREST – Ms S Margetts declared in interest in [19/648] as she has joint tenancy at the allotments.			
19/645	ELECTION OF VICE-CHAIRMAN Miss Barkham put forward Ms Stacpoole as vice-chair. In her absence Mr Stevens said he would speak with her before a decision is made.			
19/646	MINUTES – the Minutes of the Meeting held on Monday 14 October 2019 were approved and signed.			
19/647	MATTERS ARISING			
	[19/563/19/515] Mr Stevens reported that at Full Council it was decided not to commence with keyholding facilities for emergencies. A sign to be put at the entrance to the playing fields with Parish Council contact details.	SH	✓	
19/648	ALLOTMENTS Report by West Malling Parish Council and RLAS It was agreed to defer allotment reports until April 2020.			
19/649	MACEY'S MEADOW The Assistant Clerk reported that 6 wheels had been stolen off the trailer and police report made. Mr Pearce is currently looking into replacement wheels and it maybe necessary to make an insurance claim. It was suggested that the new wheels and spare be security marked and possibly locking up each wheel. Ms Margetts said that the wheels will now be stored in one of the containers as the trailer is not used often.			

19/650	<u>PLAYING FIELD</u>			
	<u>Use of Football Pitch by Youth Team</u>	SH	✓	
	<p>It was noted that a request has been made for use of the football pitch for 2020/21 season. Castle Colts require a youth size pitch on a Sunday morning. They would also be interested in other available times. The Assistant Clerk to obtain costs of marking up a youth pitch. No objections were given in principal.</p> <p>The Assistant Clerk said that the area under the pedestrian gate into the children's play area has dropped and during bad weather is full of water making it extremely difficult to enter into the area. A quote has been received from Mervyn Carr to fill the area with type 1 and cover in chippings for the sum of £90.00. It was agreed that this be accepted.</p> <p>Mrs Javens said about a lady whose dog had escaped through the fencing, on far side of the playing field, onto the adjacent field. The lady had assumed that the playing field was fully secure as is necessary with a blind dog in training. After discussion to was agreed that no action be taken to repair the holes as the playing field is not a secure area.</p> <p>Mrs Javens said that the ivy had not been removed from the fence. The Assistant Clerk said that the contractor had removed the ivy from the Parish Council fence as much as they could. It would be very time consuming to remove all the ivy from the hedge and there is a possibility the hedge will be removed if new fencing, along this line, is agreed in the budget.</p>	SH	✓	
19/651	<u>CRICKET MEADOW</u>			
651.1	<u>Quotation to Supply Additional Staples</u>			
	<p>It was noted that two quotations had been received to supply 5 additional staples at the cricket meadow, as follows:</p> <p>Parkers £2650.00 + VAT Meopham Fencing £2257.50 + VAT.</p> <p>It was agreed that £2500.00 be included in the budget.</p>			
651.2	<u>Replacement Lime Tree (land west of Age Concern)</u>	SM	✓	
	<p>It was noted that costs had been received from Four Seasons to supply and plant a replacement Lime Tree. The tree would be well established approximately 12 to 14 feet for the sum of £509.00 + VAT. A smaller tree can be supplied if required to reduce the cost. Comment was made that the existing tree is sprouting from the bottom so may yet grow. Ms Margetts said she would ask a tree specialist for their advice. It was agreed not to replace at this stage pending advice. A tree guard to be placed around existing tree.</p>			
19/652	<u>BALL PARK</u>			
	There was not anything to report.			
19/653	<u>WASTE/RECYCLING SERVICES</u>			
653.1	<u>Waste Service Contract – Week 3 Update</u>	SH		
	<p>It was noted that a regular update had been received. Mr Stevens said that waste collection had been completed on all necessary streets although some houses on small roads off these streets may have been missed.</p> <p>Discussion took place regarding the recycling bin and the paper/cardboard box. It was felt that they should be swapped as there is a need for a larger paper/cardboard bin. A letter to be sent to waste services.</p>			

653.2	<p><u>Transfer of Public Conveniences</u></p> <p>It was noted that an updated report had been received from TMBC regarding the transfer of public conveniences. It is to be recommended to Cabinet on 28 January 2020 that a one-off payment of £9000.00 be paid to each Parish Council who agree to the transfer. This would include the payment of legal fees. Timescale for transfer on or around 1 April 2021.</p> <p>Mrs Smyth suggested that it maybe possible to use the existing recycling site footprint should the toilets be relocated.</p>			
19/654	<p><u>NATIONAL TREE WEEK</u></p> <p>It was noted that National Tree Week will be taking place between 23 November and 1 December 2019. This is an opportunity for everyone to plant a tree to help ensure a tree filled future. Ms Margetts suggested that the additional hedge planting at Macey's Meadow would count towards this event.</p>			
19/655	<p><u>LAND ADJACENT TO K2 CARPETS</u></p> <p>Discussion took place regarding the possibility of taking on the responsibility of maintenance of this small garden area. The land is owned by KCC. It was agreed that a letter be sent to see if this would be possible.</p>	SH	✓	
19/656	<p><u>ST LEONARD'S TOWER</u></p> <p>It was noted that Mr Parrin has become the English Heritage volunteer for St Leonard's Tower. He is hoping to have the Tower open for Heritage days 2020. He will be attending the December meeting.</p>			
19/657	<p><u>FINANCE</u></p>			
657.1	<p><u>Tenders</u></p> <p>It was noted that three Tenders had been received, Nurture, Four Seasons and Landscape Services, and one no quote. Appendix 1.</p> <p>After discussion it was agreed that Nurture be awarded the Tenders for the Churchyard, all grass cutting and marking out at the Norman Road Playing Fields the cutting of the Village Green and strimming at the Cricket Meadow. Four Seasons be awarded the Tenders for the hedge cutting at Norman Road Playing Fields, Macey's Meadow, Allotments and Cricket Meadow.</p> <p>It was agreed to refer to F&GP for approval.</p>			
657.2	<p><u>Consideration of Budget 2020/21</u></p> <p>Discussion took place regarding the draft budget for 2020/21. Tender figures for grounds maintenance were included in the draft.</p> <p>Cost of staples for additional security measures of £2500.00 was included.</p> <p>Cost of replacement fencing at the children's play area of £4770.00 was included.</p> <p>Cost of replacement fencing along the footpath at the allotments of £2715.60 was included.</p> <p>Provisional budgets, appendix 2, to be referred to F&GP.</p>	SH	✓	
19/658	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p>	SH	✓	

	<p>Ms Margetts said that a couple of properties in Police Station Road who do not have wheelie bins leave their black sacks in the street. It would appear that they may not know their collection day. On occasions they have been left out over a week. She also said that the pavement at Lavenders is covered in leaves. Waste Services to be informed.</p> <p>Pavements around the Scared Crow are covered in leaves. Waste Services to be informed.</p> <p>Mr Stevens asked that a letter be sent to West Malling Flowers regarding the planter outside Dersh as they are not looking after the Magnolia. There is also a sign been placed in the planter this to be removed.</p> <p>Mr Stevens said that the Parish Council have been approached by a resident regarding the possibility of her 13 year old daughter undertaking a litter pick for her DofE qualification. It was agreed subject to her being supervised, by an adult, and both will need to sign the risk assessment.</p>		
	Date of Next Meeting – Monday 9 December 2019 (concentrating on Churchyard)		
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 8.50 p.m.</p> <p>Signed..... Date.....</p>		

Appendix 1

TENDERS 2020
These are all annualised costs before VAT

Area

Norman Road Playing Field	Nurture	Four Seasons	Landscape Services
Grass cutting & pitches	£2017.95	£	£4830.50
Hedge Cutting	£ 829.00	£ 624.87	£ 412.57
Ivy Clearance	£	£ 303.60	£ 137.52
Tennis Courts Weeding	<u>£ 196.20</u>	£	<u>£ 206.29</u>
	£3043.15	£ 928.47	£5586.88
Churchyard	£2288.10		£12824.08
Macey's Meadow			
Hedge one	£3030.00	£1522.60	
Hedge Two	£ 757.50	£ 494.20	
Hedge Three	<u>£ 757.50</u>	<u>£ 292.40</u>	
	£4545.00	£2309.20	
Allotments			
Hedge	£ 757.50	£ 674.89	
Footpath	£ 120.00	£ 141.36	
Clear per plot and cover			
Large Plot	£	£ 768.00	
Full Plot	<u>£ 80.00</u>	<u>£ 536.96</u>	
	£ 957.50	£2121.21	

Cricket Meadow

Hedge	£ 882.00	£ 432.68	£ 171.90
Strimming	<u>£ 360.00</u>	<u>£ 900.00</u>	<u>£ 339.42</u>
	£1242.00	£1332.68	£ 511.32
Village Green	£ 140.00		

Appendix 2

Amenities Committee

Income	Budget 2020- 21	YTD	Budget 2019- 20	End of Year
Cricket Meadow Rent	350.00		350.00	87.50
Playing Field Football pitches	500.00		500.00	100.00
Written back cheque 5576				62.58
	850.00	0.00	850.00	250.08

Expenditure	Budget 2020- 21	YTD	Budget 2019- 20	End of Year
Ball Park				
Repairs	1200.00		1200.00	
Tree survey			65.00	
Tree Wardens				
Payments	100.00		100.00	
Village Green				
Maintenance	140.00		80.00	60.00
Planting	100.00		100.00	
Cricket Meadow				
CM Hedge	432.68		402.50	
Additional security measure	2500.00		5141.00	
Path , edges, staples strimming	360.00		573.00	242.31
Playing field				
Grass cutting and other maintenance	3043.15		1970.50	1304.90
Hedge cutting & ivy clearance	928.47		871.12	640.50
Playground inspections	625.00		625.00	195.00
Playground repairs	1000.00		1000.00	713.25
New Signage	200.00		200.00	32.81
Additional work	500.00		500.00	826.27
Replacement Chainlink Fencing	4770.00		3820.00	3630.00
Waste bin	350.00		250.00	229.95
Tennis nets			200.00	
Tree survey			150.00	145.50
Height Barrier				1550.00
Parish Walk				
Payments				
St Leonards Tower				

Payments

Village Hall

Annual contribution	2000.00		2000.00	2000.00
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Land West of Age Concern

Loan	1047.20		1047.20	523.60
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General maintenance	100.00		100.00	
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Tree guard			289.00	
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Twitch Inn

Business rates	130.00		130.00	203.70
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Service charge	800.00		800.00	
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PAT Testing	60.00		60.00	
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Total	20386.50	0.00	21674.32	12297.79
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Surplus/-deficit	-19536.50	0.00	-20824.32	-12047.71
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Allotments

Income	Budget 2020- 21	YTD	Budget 2019- 20	End of Year
Allotments				
Rents	737.50		737.50	347.50
Contribution to water supply				
Total	737.50	0.00	737.50	347.50

Expenditure	Budget 2020- 21	YTD	Budget 2019- 20	End of Year
Water Rates	750.00		750.00	1061.91
Maintenance Contractor	816.25		783.58	107.26
Clearance of plots	1304.96		1304.96	514.14
Maintenance general	250.00		250.00	30.37
Water Tanks				
Fencing along footpath	2715.60			
Keys and Padlocks	200.00			
Deposit Refunds				
	6036.81	0.00	3088.54	1713.68
Surplus/-deficit	-5299.31	0.00	-2351.04	-1366.18

Churchyard

Income	Budget 2020-21	YTD	Budget 2019-20	End of Year
Total	0.00	0.00	0.00	0.00
Expenditure	Budget 2020-21	YTD	Budget 2019-20	End of Year
Grounds Maintenance	2288.10		2221.20	1374.70
Tree Works	782.00			562.50
Tree survey			300.00	226.50
War Memorial	350.00		350.00	
War Memorial Plaque	1000.00			
Topple Testing				1635.00
	4420.10	0.00	2871.20	3798.70
Surplus/-deficit	-4420.10	0.00	-2871.20	-3798.70

Macey's Meadow

Income	Budget 2020-21	YTD	Budget 2019-20	End of Year
Cobnuts				124.54
Cake Donations				262.20
Hay Bales			261.20	
Donations	200.00			174.64
Bags				37.50
Donation towards Bench				200.00
Total	200.00	0.00	261.20	798.88
Expenditure	Budget 2020-21	YTD	Budget 2019-20	End of Year
Loan repayments	5200.00		5200.00	2616.92
General Maintenance (incl tools)	700.00		400.00	271.41
<u>Insurance</u>	420.00		420.00	70.15
Tractor repairs	550.00		550.00	55.01
Diesel/petrol	500.00		500.00	250.01
Hedge Cutting:				

Hedge One	1522.60		1444.00	722.00
Hedge Two	494.20		475.20	
Hedge Three	292.40		272.00	
Marketing	500.00		400.00	20.00
Blossom Event (safeguarded)				60.52
Tent Sides				
Bench				889.00
First Aid Courses	75.00			
New Dog Bin	100.00		100.00	
Total	10354.20	0.00	9761.20	4955.02
	-10154.20	0.00	-9500.00	-4156.14