

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 9 NOVEMBER 2015, 7.30PM AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: **Mr P Stevens (Chairman)**
 Mrs L Javens
 Mr R Selkirk
 Mrs Y Smyth

Co-opted Members:
Mr S Mullins

Also in Attendance:
Mr J Collins (WMPC Employee)
Mr J Moon
4 Allotment Tenants

Mrs Sarah Howard (Assistant Clerk)

Minute		Action by	Action taken	Response
15/539	<u>APOLOGIES FOR ABSENCE</u> were received from co-opted Members Mr M Doyle and Rev D Green			
15/540	<u>DECLARATIONS OF INTEREST</u> – Mr Selkirk declared an interest in 15/543 as he has an allotment in Ryarsh Lane. Mrs Javen declared an interest in 15/546 and 15/550 as her property is on the boundary of the children’s play area.			
15/541	<u>MINUTES</u> – of the meeting held on Monday 14 September 2015 and Monday 12 October 2015 were received. After an amendment to the September Minutes relating to Woodland Close the Minutes of Monday 14 September 2015 and Monday 12 October 2015 were approved and signed.			
15/542	<u>MATTERS ARISING</u> – from the Minutes not otherwise on the Agenda			
15/543.1	<u>(15/487) Village Hall</u> – Mr Stevens reported that the quotation received from Lee & Sons for the repair of the pot hole in the car park for the sum of £220.83 + VAT had been approved at Full Council.			
15/543.1	<u>ALLOTMENTS</u>			
543.1	<p><u>Allotment Report from WMPC</u></p> <p>Mr Stevens carried out the allotment report on behalf of WMPC and presented his report.</p> <ul style="list-style-type: none"> • 2 – Weedy & overgrown. Keep an eye on. • 3 – School end needing attention. Rest good. Keep and eye on. • 5A – plots remain small with sheeting covering some beds. Keep an eye on. • 6 – Some signs of working but needing attention. Keep an eye on. Builders sacks at RL end need removing. Not known who they belong to. • 9A – Needs attention. Keep an eye on. • 9B – Needs attention. Keep an eye on. 	SH	✓	

	<ul style="list-style-type: none"> • 12 – Marker post rotten. Not being worked. Suggest letter. [It should be noted that this was reported by RLAS last time as one to keep an eye on so not letter was sent despite my report requesting a second letter. I suggest this must now be sent]. • 15 – Marker post missing. • 18B – Unworked. Recommend that the lease be terminated. • 28 – Still quite poor. Suggest first letter. <p>It was agreed that second letters be sent to plots 12 and 18B giving notice to quit. It was agreed that a first letter be sent to plot 28.</p> <p>Mr Moon said that he would replace the marker posts.</p> <p>Mr Cross said that the builders sacks did not belong to any of the tenants and had probably been put over the hedge.</p>			
543.2	<p><u>Allotment Report from RLAS</u></p> <p>RLAS carried out their allotment inspection and presented their report.</p> <ul style="list-style-type: none"> • 4 – Ok but lane end unkempt. • 5A – Not used, nothing growing. Storage shed has been removed. • 6 – Ok but untidy. • 10 – Dividing path not obvious and overgrown. • 12 – Covered in weeds. Not worked, total mess. Suggest notice to quit. • 15 – Marker post missing. • 18B – Covered in weeds and unkempt. • 20 – Marker post missing. • 27 – Plot number needs repainting. • 28 – Mainly grass, nothing growing, but tidy. • 29 – Ok but weedy. <p>It was agreed that a letter be sent to plots 9A and 9B asking that the dividing path be reinstated.</p>	SH	✓	
543.3	<p><u>Rabbit Proof Fencing</u></p> <p>It was noted that a letter had been received from the contractor regarding the fencing. The new fencing will need to be moved away from the hedge to allow a straight run, all allotment materials need to be removed from the new fencing prior to the start date (soil will be removed by the contractor). It was agreed that the Assistant Clerk, Mr Mullins and Mr Cross meet with the contractor, on site, early December.</p> <p>It was agreed that four metal posts and two metal gates be ordered to replace the existing.</p>	SH	✓	
543.4	<p><u>Allotment Hedge Cutting</u></p> <p>It was noted that the hedge cutting had been carried out by Turfsoil. There is one small area that needs hand cutting on the cricket meadow side. Members were very satisfied with the hedge cutting.</p>			
543.5	<p><u>Refund of Deposit for Plot 24A</u></p> <p>It was noted that the tenant of plot 24A had relinquished the allotment plot. The Assistant Clerk said that the plot had been reallocated. It was proposed by Mr Stevens that the £25.00 deposit be refunded, seconded by Mr Selkirk.</p>	SH	✓	
543.6	<p><u>To Receive A Report from the Allotment Management Plan Working Group</u></p> <p>A copy of the draft Allotment Management Plan was circulated to members. Mr Stevens outlined the following amendments:</p>	SH	✓	

	<ul style="list-style-type: none"> Page 6 – capital expenditure plan for the duration of the Management Plan. Page 8 – waiting list management, plots will be offered in half-plot sizes and full length plots will no longer be offered to those on the waiting list. Page 13 – storage of fuel and equipment, petrol/2 stroke gardening tools must on be kept on the site. Page 16 – Dogs. Dogs will be allowed on the site provided they are kept on a lead, kept under control and do not make a nuisance and owners remove all excrement from the site. <p>The draft plan will be discussed at the RLAS meeting at the end of the month and referred back to the January Amenities Meeting for recommendation to Full Council in February.</p>			
543.7	<p><u>To Propose a Change to the Tenancy Agreement to be Implemented in November 2017</u></p> <p>It was agreed that the following proposals to change the Tenancy Agreement in November 2017 be recommended to Full Council for approval, as follows:</p> <ul style="list-style-type: none"> Delete existing clause 4(d) and replace with “dogs shall only be brought into or kept in the area of the allotments by the tenant or anyone acting with his authority or approval provided that: <ul style="list-style-type: none"> i) The dogs are kept on a lead ii) The dogs are kept under control and do not cause a nuisance iii) All excrement is removed from the site. 	SH	✓	
543.8	<p><u>Outcome of Tendering Process</u></p> <p>The Assistant Clerk reported that one valid tender had been received from Turfsoil. It was agreed to make a recommendation to Finance and General Purposes to accept the tender.</p>			
543.9	<p><u>Draft Budget for Allotments 2016/2017</u></p> <p><u>Receipts</u> Allotment rents: £737.50 (=£25 x 29.5) £80.00 from Mr Alan West for water.</p> <p><u>Payments</u> Water rates £1000.00 Maintenance £800.00 General Maintenance £250.00</p>			
	Allotment tenants left the meeting at 8.50p.m.			
15/	<u>CHURCHYARD</u>			
544.1	<p><u>Outcome of Tendering Process</u></p> <p>The Assistant Clerk reported that one valid tender had been received from Tursoil. It was agreed to make a recommendation to Finance and General Purposes to accept the tender.</p>			
544.2	<p><u>Draft Budget for Churchyard 2016/2017</u></p> <p><u>Receipts</u> T&MBC Basic Allocation £3682.00</p> <p><u>Payments</u> Grounds Maintenance £2013.00 Tree Work £1110.00 Other Work – War Memorial £350.00</p>	SH		

	<p>Other Maintenance Work – 209.00</p> <p>It was noted that the Basic Allocation received from T&MBC is vulnerable and the PCC should be aware of this.</p> <p>Discussion took place regarding maintenance work to the war memorial. It was agreed to carry out an assessment of the war memorial.</p>			
15/545	<p><u>MACEY'S MEADOW</u></p> <p>It was noted that West Malling Church of England Primary School are keen to organise a community family run/walk in March and are considering a route that may incorporate the school grounds, the cricket grounds and Macey's Meadow.</p> <p>Comment was made regarding better advertising of events in the future.</p> <p>The next meeting of Macey's Meadow advisory Committee will be held on 24 November 2015.</p>			
15/	<u>PLAYING FIELD</u>			
546.1	<p><u>Outcome of Tendering Process</u></p> <p>The Assistant Clerk reported that one valid tender had been received from Turfsoil. It was agreed to make a recommendation to Finance and General Purposes to accept the tender.</p>	SH	✓	
15/	<u>CRICKET MEADOW</u>			
547.1	<p><u>Path on Cricket Meadow to Club House</u></p> <p>It was noted that a letter had been received, from a parent whose disabled son uses the Cricket Pavilion during the week, reporting that brambles are growing across the path that leads to the Pavilion. The brambles are coming from the gardens, in Norman Road, backing onto the field. It was agreed that a polite letter be sent to the residents.</p>	SH	✓	
15/	<u>BALL PARK</u>			
548.1	<p><u>Hedge Cutting and Replacement Slats to damaged Picnic Table</u></p> <p>It was noted that a quotation had been from Turfsoil, as follows: two section of hedge fell to top of chain link fence. Collect, remove and dispose of arising For the sum of £285.00 +VAT.</p> <p>It was noted that a quotation had been received from Yalding Forge, as follows: to make, galvanise, paint and fit metal slats for top and seat of bench For the sum of £412.00.</p> <p>Mr Stevens proposed that this matter be deferred pending an update from the school and Mrs Dean, seconded by Mr Selkirk.</p>	SH	✓	
15/549	<p><u>VILLAGE HALL</u></p> <p>It was noted that the repair to the pot hole in the village hall car park had been agreed at Full Council.</p>			
15/	<u>COMMUNITY PATHS PROJECT/PUBLIC RIGHTS OF WAY</u>			
550.1	<p><u>Footpath MR139, Rear of Woodland Close</u></p> <p>The Assistant Clerk reported that Mrs Javen and herself had looked at the concrete boundary fence along the footpath. The Assistant Clerk took photos of the protruding wall and will forward to the footpath officer. Mrs Javen said she had also reported it.</p>	SH	✓	

15/	<u>TOURISM, ENTERTAINMENT AND THE ARTS</u>			
551.1	<u>Open Space Society</u> It was noted that the autumn copy of the Open Space Society booklet had been received.			
551.2	<u>Applause Spring Menu 2016</u> It was noted that the Applause Spring Menu 2016 had been received featuring touring theatres, music and children's performances.			
15/ 552	<u>MANOR PARK</u> It was noted that the next meeting of the Manor Park Liaison Group is scheduled for Thursday 26 November 2016.			
15/	<u>FINANCE</u>			
553.1	<u>Draft Budget 2016/17</u> <u>Receipts</u> T&MBC Basic Allocation £3932 Football Pitch Fees £300.00 Village Green Maintenance from KCC £63.20 <u>Payments</u> Ball Park Litter Picking £350.00 Ball Park Repairs £1200.00 Tree Wardens £100.00 Village Green Maintenance and Planting £350.00 Cricket Meadow Loan £3000.00 Cricket Meadow Litter Picking £325.00 50% Cutting of Hedge £370.00 Strimming of Path £50.00 Playing Field Grass Cutting and Other Maintenance £2279.00 Playground Inspections and Repairs £1340.00 New Signage £200.00 Groundsman and Additional Work £2900.00 Tree Work (children's play area) £432.00 Hedge Cutting (children's play area/Woodland Close) £630.00 Hedge Cutting (children's play area/playing field) £628.00 Hedge Cutting (playing field) £628.00 Parish Walks £50.00 Village Hall Annual Contribution £3000.00 Land W of Age Concern Loan £1047.00 Land W of Age Concern Tree Work £210.00 The Twitch Inn Business Rate £100.00 A letter should be sent to the Cricket Club to ask that they remind the football clubs that use the pitch to remove their rubbish. The Assistant Clerk was asked to check when the next playground equipment inspection will be carried out.	SH	✓	
15/ 554	<u>FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> There were no questions from Members of the Public or Councillors			
	<u>Date of Next Meeting</u> - Monday 14 December 2016 (concentrating on Churchyards)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 10.05p.m. Signed..... Date.....			