

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 4 JULY 2016 AT 7.30PM AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

Mrs Sarah Howard (Assistant Clerk)
Mr Collins (WMPC Employee)
Mr Doyle (Co-opted member)

Minute		Action by	Action taken	Response
16/ 390	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Galloway and Ms Macdonald			
16/ 391	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
16/ 392	<u>MINUTES</u> – after an amendment to item 16/333 – consideration is being given to installing wildlife CCTV cameras and signage, the Minutes of the Meeting held on Monday 13 June 2016 were approved and signed.			
16/ 393	<u>MATTERS ARISING</u> - there were no matters arising			
16/	<u>ALLOTMENTS</u>			
394.1	<p><u>Report</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 – requires a plot marker • 4 – requires a plot marker • 5A – less than 75% cultivated and not free of weeds • 19A – less than 75% cultivated and not free of weeds • 19B – less than 75% cultivated and not free of weeds • 24A – requires a plot marker and hedges not maintained • 28A – not free of weeds • 28B – less than 75% cultivated, not free of weeds and fruit trees not managed (new tenant) • 29 – less than 75% cultivated and not free of weeds <p>The tenant of plot 5A has damaged her fingers and has been unable to work the plot. The tenant has been offered help from plot 4 and 5B until she is better.</p> <p>It is less than one month since a first letter was sent to the tenant of plot 29, it was agreed to review at the August meeting.</p>			

394.2	<u>Ryarsh Lane Allotment Society</u> The RLAS report was presented and it was felt that it agreed with the WMPC report.			
394.3	<u>Fence between Allotments and Macey's Meadow</u> The Assistant Clerk reported that there was not any space available in the containers on Macey's Meadow to store the materials. The Assistant Clerk was asked to approach the Cricket Club to see if they have space in their containers. It was agreed that the suppliers be asked to hold on to the materials until storage can be provided and that the invoices be paid so that the lottery grant can be claimed. Mr Selkirk and Mr Doyle are to meet on site to discuss the work. RLAS be asked for volunteers to assist in the work.	SH		
16/ 395	<u>MACEY'S MEADOW</u> It was noted that a letter had been received from Kent Highways regarding the overgrown hedge on the boundary of Macey's Meadow and Norman Road. Mr Doyle reported that it had now been cut back and asked that the Parish Council consider the possibility of using a contractor in the future as it is very time consuming for the volunteers. It was agreed that it be added to the Tenders for 2017/18. Mr Doyle reported that the Wildflower workshop was successful. The wildflower meadow will be cut and seeds collected for next year. A bid for providing a maze has been applied for through Tesco Bags of Help scheme.	SH	✓	
16/ 396	<u>PLAYING FIELD</u>			
	<u>Hedge and overgrowth in play area adjoining Woodland Close</u> Mr Stevens and Mrs Javens had inspected the area concerned and it seems that the branch had come down some time ago. However, it is messy and there is a lot of ivy which needs clearing and cutting back. It was agreed that a quote be obtained from Turfsoil. Discussion took place regarding the appropriate time for cutting the hedges in the children's play area and playing fields and the Assistant Clerk was asked to speak with Turfsoil. It was reported that the grass in the children's play area needed cutting and that the recently cut grass in the playing fields was not up to standard. This may be due to wet weather conditions. The Assistant Clerk to report these to Turfsoil. Mrs Javens reported that there had been some very loud bangs coming the playing fields, which sounded like a gun. Mr Selkirk said that it was most likely bird scarers which are being used by youths, as seen in the cricket meadow.	SH	✓	
16/ 397	<u>CRICKET MEADOW</u> The Environmental Visual Audit was discussed. West Malling Primary School are to consider reducing the width of the hedge from the car park down to the allotments. Discussion took place regarding the current Bye-laws covering the cricket meadow and it was agreed that they needed to be updated. Mrs Smyth agreed to look at them.	YS		

16/ 398	<u>VILLAGE HALL</u> There was no matters to report,			
16/	<u>COMMUNITY PATHS PROJECT/PUBLIC RIGHTS OF WAY</u>			
399.1	<u>MR116 – towards Eden Farm House</u> It was noted that a copy letter to the PROW officer from the Ramblers Local Footpath Officer in respect of the attempt to divert MR116 was received. The Officer had visited the site and although he could walk the definitive route he could see evidence of an attempt to divert the path. The Assistant Clerk was asked to write to the PROW officer and request that they inspect the path and to ask the Ramblers Officer if they have received a reply. Mr Selkirk said about footpath MR141 which runs across Manor Park through a field towards Teston Road. He said the farmer had not made the definitive route clear. Mr Selkirk will report this direct to the PROW officer.	SH	✓	
399.2	<u>Proposed Parish Walk</u> The Assistant Clerk reported that the village hall was not available on the 9 October 2016 for refreshments. Mr Stevens to report back to the August meeting with a possible new date. Mrs Smyth requested a copy of the proposed route.	PS		
16/	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>			
400	<u>Waste Service Schedule for West Malling</u> It was noted that the current schedule had been received but they have not explained where zones 1a & b are. The Assistant Clerk to chase for this information.	SH	✓	
16/	<u>TOURISM, ENTERTAINMENT AND THE ARTS</u>			
401	<u>Tonbridge & Malling Seniors Forum</u> It was noted that a reply had been received from Tonbridge & Malling Seniors Forum. They will discuss the possibility of holding a forum in West Malling at their next meeting.			
16/	<u>YOUTH ISSUES</u>			
402	<u>2016 Summer Holiday Activities and Y2 Crew</u> It was noted that the Holiday Activities brochure for summer 2016 aimed at young people aged 4-16 years. These activities are not run directly by the Borough Council but by sport providers. The Borough Council will be running its Y2Crew for activities for young people aged 11-18 years. The brochures are available to download on the Borough Council website www.tmbc.gov.uk . Comment was made regarding the lack of pick up in West Malling and Kingshill for the Y2Crew.			
16/	<u>FINANCE</u>			
403.1	Mrs Dean asked that Standing Orders and Financial Regulations be suspended to discuss the next item.			

403.2	<p><u>The Twitch Inn</u></p> <p>Mrs Dean explained the service charges for the use of The Twitch Inn. She said that an invoice had been received for the sum of £747.00 for water, lighting and heating charges. It was agreed that the invoice be settled and the action taken be ratified at Finance and General Purposes.</p> <p>The meeting returned to Standing Orders and Financial Regulations.</p>		
403.3	<p><u>Budget Statement</u></p> <p>The statement of receipts and payments to the date of the meeting was received. A entry should be made on the churchyard statement to show the safeguarded figure 2015/2016 tree work.</p> <p>Mr Stevens asked for a copy of the latest water meter readings for the allotments.</p> <p>Discussion took place regarding the funding received from the Borough Council for the up keep of the churchyard. It was agreed that an item be put on the next agenda.</p>	SH	
16/ 404	<p><u>RISK ASSESSMENT</u></p> <p>Members reviewed the current risk assessment and amendments were made to the risks associated with this committee:</p> <ul style="list-style-type: none"> • Fire damage to our assets – insurance in place • Vandalism to the Twitch – insured by the Malling Society • Fire damage to the Twitch – insured by the Malling Society • Risk that groundsman could suffer an accident (that he/she may be unable to summon help – carries a mobile phone • Addition of noticeboards and village sign – insurance in place. <p>The Assistant Clerk was asked to obtain a copy of the village hall insurance policy.</p> <p>The Malling Society to be asked if they have a list of all the artefacts in The Twitch.</p> <p>Mr Doyle said that the Meadows Project cover public liability insurance for events at Macey’s Meadow but was not sure if it would continue after the Project finished.</p> <p>There should be a risk assessment for the Christmas tree and lights and to obtain a copy of the public liability insurance from the Chamber of Commerce for the event.</p> <p>An item should be put on the Highways, Transport and Streetlighting agenda for risk assessment on streetlights,</p>	SH	✓
16/ 405	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Mr Collins said that the litter bin on the cricket meadow needed to be emptied more frequently. The Assistant Clerk to request this from Waste Services.</p> <p>Mr Stevens said there was quite a lot of dog fouling in West Street and asked if the Borough Council had painted the signs on the pavement. Mr Selkirk said he would look into this.</p>	SH RS	✓
	<p><u>Date of Next Meeting</u> - Monday 8 August 2016 (concentrating on Churchyard)</p>		
	<p>There being no further business the Chairman thanked members for attending and closed the meeting at 9.15p.m.</p> <p>Signed..... Date.....</p>		