

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 12 SEPTEMBER 2016 AT 7.30PM  
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

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

**Also in Attendance**

Mrs Sarah Howard (Assistant Clerk)  
Mr Collins (WMPC Employee)

Minute		Action by	Action taken	Response
16/503	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr Selkirk, Ms Macdonald and Mr Doyle			
16/504	<b><u>DECLARATIONS OF INTEREST</u></b> – Mrs Javens declared an interest in (15/510.1) as her property is on the boundary of the children’s play area.			
16/505	<b><u>MINUTES</u></b> of the meeting held on Monday 4 July 2016 were approved and signed. After an amendment to the Minutes of the meeting held on Monday 8 August 2016, (16/452.2) Mr Selkirk is to advertise the Parish Walk not Mr Stevens as recorded, the Minutes were approved and signed.			
16/506	<b><u>MATTERS ARISING</u></b> - there were no matters arising.			
16/507	<b><u>ALLOTMENTS</u></b>			
507.1	<p><b><u>Report</u></b></p> <p>Mr Stevens carried out the allotment inspection on behalf of WMPC and presented his report.</p> <ul style="list-style-type: none"> <li>• 1A – weeds not controlled and no plot marker – Assistant Clerk to write to tenant to remind them to keep the weeds under control</li> <li>• 4 – no plot marker.</li> <li>• 5A – less than 75% cultivated and weeds not controlled. Assistant Clerk to write to tenant to ask how they are.</li> <li>• 10 – not weed controlled. To monitor.</li> <li>• 19A – less than 75% cultivated. To monitor.</li> <li>• 19B – not weed controlled. Assistant Clerk to write to tenant and ask if they are experiencing any problems with their new tenancy</li> <li>• 24A – no plot marker.</li> <li>• 26 – fruit trees not being managed. Assistant Clerk to write to tenant and ask that they prune the fruit trees.</li> <li>• 28A – less than 75% cultivated, weeds not controlled, hedges and grass not being maintained. Tenant to relinquish tenancy in November.</li> <li>• 28B – less than 75% cultivated, weeds not controlled, fruit trees not managed, hedges and grass not being maintained. To monitor.</li> <li>• 29 – less than 75% cultivated, weeds not controlled, fruit trees not managed,</li> </ul>	SH	✓	

	<p>hedges and grass not being maintained. Tenant has relinquished the tenancy.</p> <p>Mr Moon to be asked to replace missing plot markers and split plot 29 into 2 half plots. Mr Stevens proposed that the plots be re-let and no charge be made until November, seconded by Mrs Smyth.</p> <p>Mr Stevens said when he carried out the inspection the top pedestrian gate was unlocked. Tenants should be reminded that the gates most remain locked at all times. Note to be included with the tenancy agreement.</p>			
<b>507.2</b>	<p><b><u>Ryarsh Lane Allotment Society</u></b></p> <p>The Ryarsh Lane Allotment Society report was received and it was felt that it agreed with the Parish Council report.</p>			
<b>507.3</b>	<p><b><u>Fence between Allotments and Macey's Meadow</u></b></p> <p>It was noted that the work is due to be carried out on Friday 17 September 2016. Materials to be delivered to site. Access for the contractor will be via Macey's Meadow.</p>			
<b>507.4</b>	<p><b><u>To consider increase in allotment rent for 2018</u></b></p> <p>Considerable discussion took place regarding an increase in allotment rent for 2018. Members felt that the current rent was very low. Mr Stevens proposed that the rent be increased to £35.00 for a full plot and £17.50 for a half plot. Seconded by Mrs Smyth. A rent increase should be agreed yearly. It was agreed that the increase be referred to either Finance and General Purposes or Full Council for further discussion.</p>	SH	✓	
<b>507.5</b>	<p><b><u>Allotment site Specification for Tender</u></b></p> <p>Discussion took place regarding the Specification and it was agreed that the Allotment Specification be put out to Tender on 18 October 2016 (see Appendix 1); deadline for receipt is 11 November 2016.</p>	SH		
<b>16/508</b>	<p><b><u>Churchyard</u></b></p>			
<b>508.1</b>	<p><b><u>St Mary's Churchyard Specification</u></b></p> <p>It was agreed to discuss this at the October meeting.</p>	SH	✓	
<b>16/509</b>	<p><b><u>MACEY'S MEADOW</u></b></p>			
<b>509.1</b>	<p><b><u>To receive draft Minutes of Meeting held on 12 August 2016</u></b></p> <p>The draft Minutes of the Meeting held on 12 August 2016 were received. Comment was made regarding a possible scheme for a maze in Macey's Meadow, funded through the Tesco grant scheme. Members felt that Macey's Meadow was not a suitable site for a maze and concerns were expressed</p> <p>Subsequent to the Amenities Meeting funding was not achieved through the scheme.</p>			
<b>509.2</b>	<p><b><u>Boundary Hedge with Norman Road Specification for Tender</u></b></p> <p>Discussion took place regarding the Specification. It was felt that a height should be specified. The Assistant Clerk to inform Macey's Meadow that the hedge will be cut mechanically as hand cutting would be too expensive. It was agreed to discuss this at the next meeting.</p>	SH	✓	
<b>16/510</b>	<p><b><u>PLAYING FIELD</u></b></p>			

510.1	<p><b><u>Hedge and overgrowth in play area adjoining Woodland Close and cutting of all hedges in playing fields</u></b></p> <p>It was noted that the work had started and will be completed on Tuesday 13 September 2016. The Assistant Clerk reported that she had met with the contractor, whilst the work was being carried out, and they were making good progress.</p>		
510.2	<p><b><u>Children's Play Equipment</u></b></p> <p>It was noted that a quotation had been received for repairs/replacement as follows:</p> <p>The replacement of the cradle swing seat will be <b>£132.50 + VAT</b></p> <p>The surface of the Wicksteed Double arch cradle swing this is a bit of a problem. The picture does not show the base to well, but on the basis that it is a reasonable stone sub base we will need to cut back the base by approx 100mm all around. Apply neat wet pour adhesive to the edges and then re rubber around edge (approx 21/mtr) with new black rubber that has both additional binder in the mix and poured neat into the channel. <b>Price £766.50 + VAT</b></p> <p>It was agreed that the quote for the replacement cradle seat be accepted as it is a health and safety issue.</p> <p>The repairs to the play surface should be budgeted for 2017/2018.</p>	SH	✓
510.3	<p><b><u>K Sports FC</u></b></p> <p>The Assistant Clerk reported that Turfsoil had no negative comments on the use of the pitch. The pitch has been marked out in red and one game had been played.</p>		
510.4	<p><b><u>Tree work to 3 Lime Trees and 1 Ash Tree in the Children's Play Area</u></b></p> <p>The Assistant Clerk reported that she had received an up to date quotation for the above tree work, as follows:</p> <p>Prune to lift the crowns of all 4 no trees to approximately 3m by the removal of growth only. Prune to remove all significant deadwood, broken, hung-up and suspect branches present. All arisings to be removed from site: <b>For the sum of £432.00 + VAT</b>. (Minute (15/430.2 refers)</p> <p>This work was budgeted for in 2016/2017. It was agreed that the quote be accepted and the work carried out.</p>	SH	✓
510.5	<p><b><u>Norman Road Playing Fields and Children's Playground Specification for Tender</u></b></p> <p>Discussion took place regarding the Specification and it was agreed that the Norman Road Playing Fields and Children's Playground Specification be put out to Tender on 18 October 2016 (see Appendix 2); deadline for receipt is 11 November 2016.</p>	SH	
510.6	<p><b><u>Request to have a bouncy castle outside the Village Hall on Sunday 18 September 2016</u></b></p> <p>It was noted that a request had been received for permission to have a bouncy castle outside of the village hall on Sunday 18 September 2016. It is a family event and they have booked the village hall.</p> <p>It was agreed that permission be given subject to receiving a copy of the indemnity insurance of the bouncy castle provider and that they are made aware that it is on public open space and will need to police it.</p>	SH	✓

16/ 511	<p><b><u>CRICKET MEADOW</u></b></p> <p>Mr Stevens said that under the terms of the new lease the Parish Council are responsible for the maintenance of the hedges surrounding the cricket meadow. A draft specification should be drawn up and presented to the October meeting to include the hedge cutting, strimming around the staples and the Kentish Ragstone memorial.</p> <p>The aim is to bring down the height of the hedge to 1.8m, consistent with the other hedges, over a period of time.</p>	SH	✓	
16/ 512	<p><b><u>Village Hall</u></b></p> <p>The Assistant Clerk reported that everything is running smoothly. They still have their regular hirers. They are fortunate not to have suffered any vandalism.</p> <p>Mrs Smyth made comment regarding the need for additional parking at the village hall. She felt that the number of existing spaces did not reflect in the size of the hall. The Assistant Clerk to ask Mrs Turner if she was aware of any loss of business due to the size of the car park.</p>	SH	✓	
16/ 513	<p><b><u>LAND WEST OF AGE CONCERN</u></b></p>			
513.1	<p><b><u>Lime Tree</u></b></p> <p>It was noted that planning approval consent had been received from the Borough Council subject to a heavy nursery standard Lime (<i>Tilai europaea</i>) being planted during the first planting season following removal of the tree, in a position to be agreed beforehand with the Local Planning Authority.</p> <p>Members felt that an alternative native tree should be planted with a moderate root and crown. The Assistant Clerk to speak with Liz Guthrie at the Borough Council and also to seek advice to where the tree should be planted as if planted in the vicinity of the existing Lime it is too close to houses.</p>	SH	✓	
16/ 514	<p><b><u>VILLAGE GREEN</u></b></p> <p>The Assistant Clerk reported that the benches on the village green belonged to the Borough Council. The condition of the benches should be reported to them.</p>	SH	✓	
16/ 515	<p><b><u>PUBLIC RIGHTS OF WAY</u></b></p>			
515.1	<p><b><u>MR116 – towards Eden Farm House</u></b></p> <p>It was noted that a reply had been received from the PROW Officer. He was not aware that the Parish Council did not know about the diversion. An application has been submitted but as of 23<sup>rd</sup> June the diversion had not been allocated to an officer. There are quite a few cases ahead of this one so there is still some time before the process officially begins.</p>			
515.2	<p><b><u>Parish Walk</u></b></p> <p>Mr Stevens said that he would be doing a trail walk of the proposed route. The cost of the committee room and kitchen, at the village hall, to be obtained. Mrs Javens said she would help with refreshments.</p> <p>Subsequent to this meeting the parish walk has been postponed due to lack of publicity in the Downs Mail.</p>	SH		
16/ 516	<p><b><u>RECYCLING, CLEANSING &amp; ENVIRONMENTAL ISSUES</u></b></p>			

516.1	<p><b><u>Waste Services Schedule for West Malling</u></b></p> <p>It was agreed to defer this to the October meeting.</p>	SH	✓	
516.2	<p><b><u>Emptying of Waste Litter Bins</u></b></p> <p>It was noted that a reply had been received regarding the infrequent emptying of litter and dog waste bins. This will be investigated with the contractor. It can be that bins in some locations are emptied but refill again, almost immediately, for a number of reasons especially during the school holidays. The Assistant Clerk to ask if the investigation has taken place and the subsequent outcome.</p>	SH	✓	
16/ 517	<p><b><u>TOURISM, ENTERTAINMENT AND THE ARTS</u></b></p>			
517.1	<p><b><u>Music@Malling</u></b></p> <p>It was noted that the above event will be taking place in West Malling between 23 September and 1 October 2016. For full details visit <a href="http://www.musicatmalling.com">www.musicatmalling.com</a></p>			
16/ 518	<p><b><u>FINANCE</u></b></p> <p>The statement of receipts and payments to the date of the meeting was received.</p>			
16/ 519	<p><b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b></p> <p>Mr Collins reported that the dog waste bin by the children's play area was still not being emptied regularly. To be reported to the Borough Council.</p> <p>It was reported that the wooden stile at the top of the footpath, from the cricket meadow through the allotments, was broken. Mr Collins will be able to replace this.</p> <p>Mrs Javens asked about the fencing panel to be installed beside the village hall and the boundary fence. The Assistant Clerk said that she would obtain a quote for the work.</p> <p>Mr Stevens asked if the Allotment Society could write a short piece about the society for the Parish Council website. The secretary of the society to be asked to provide this.</p>	SH  JC  SH  SH	✓  ✓  ✓  ✓	
	<p><b><u>Date of Next Meeting</u></b> – Monday 10 October 2016 (concentrating on Churchyard)</p>			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.30 p.m.</p> <p>Signed..... Date.....</p>			

## APPENDIX 1

**WEST MALLING PARISH COUNCIL****ALLOTMENT SITE, RYARSH LANE**  
**SPECIFICATION**

The contract is to run from **January 2017 – December 2017** unless otherwise agreed with the Parish Council

**Hedges**

- a) **Cricket Meadow side** – this to be cut annually by mechanical means externally to just above fence level (6ft. approximately) and internally as far as practicable by mechanical means with a hand finish as required
- b) **Ryarsh Lane side** – this to be cut annually by mechanical means externally and internally to 6ft. approximately

The timing of the hedge-cutting to be annually at January/February time.

**Footpath**

The footpath between Ryarsh Lane and the Cricket Meadow to be sprayed with Glyphosate or such other weedkiller as approved by the Soil Association. The application of the weedkiller to be twice a year: once in March/April time when growth is just starting and second mid-season as required

**Strimming**

Please also quote the cost **per plot** for strimming unused plots.

All work is to be carried out by competent and trained staff appropriately certificated. In the case of weed killers the contractor should comply with all health and safety legislation and regulations applying to the use of chemicals.

All contractors must hold the required level of Public Liability Insurance

All debris to be removed to the contractor's own tip.

The cost per individual cut/application is required and is to be entered on the enclosed schedule: only those tenders submitted on this schedule and returned in the envelope provided will be considered.

There is no obligation to tender for all of this work – tenders for just part of the work will be accepted as long as submitted on the enclosed forms and returned in the envelope provided

All tenders to be received in the Parish Office: 9 High Street  
West Malling  
Kent ME19 6QH

no later than 12 noon on 11 November 2016

The Parish Council is not bound to accept the lowest tender

## APPENDIX 2

**WEST MALLING PARISH COUNCIL****NORMAN ROAD PLAYING FIELD & CHILDREN'S PLAYGROUND**  
**SPECIFICATION**

**Mowing** – the grass-management contract is to run from Monday 20 February 2017 to Friday 3 November 2017. The grass should be kept to a minimum height of 25mm and not exceed a maximum height of 50mm. The mowing should be undertaken using cylinder mowers and the clippings can be allowed to fly. Areas inaccessible to a large mower, eg field corners, under hedges and over rough ground etc, should be mown by pedestrian mowers or strimmers within 24 hours of the main mowing being carried out. Allow for 14 cuts.

**Strimming** – this should be carried out at the same time as the mowing around all play equipment, internal boundary and dividing fence. The area all around the Village Hall and on the bank by the Village Hall should be raked and cuttings collected each time strimming takes place.

The maintenance of the small triangular area fronting onto Norman Road is also to be included.

Flower beds to be weeded.

**Hedges** – All internal hedging to be cut in late winter, including Village Hall Car Park. Hedge on boundary of Children's Playground/Woodlands Close should be kept at 1.8m (measured from ground level Playground side).

**Tennis courts** – to be sprayed with weedkiller as appropriate and arisings removed

#### **Football Pitch**

**Herbicide** – to be applied to the football pitch annually

**Marking** – initial marking to be carried out at the beginning of the football season, followed by additional markings during the season to maintain the whitening of the lines to Football Association standards.

At the end of the playing season the goal mouths are to be re-instated each year; any other remedial work necessary to restore the condition of the pitch is to be carried out as agreed with the Parish Council.

All work is to be carried out by competent and trained staff appropriately certificated. In the case of weed killers the contractor should comply with all health and safety legislation and regulations applying to the use of chemicals.

All contractors must hold the required level of Public Liability Insurance

All debris to be removed to the contractor's own tip.

The cost per individual cut/application is required and is to be entered on the enclosed schedule: only those tenders submitted on this schedule and returned in the envelope provided will be considered.

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The Parish Council is not bound to accept the lowest tender