

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 11 SEPTEMBER 2017 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mrs L Javens
Mrs Y Smyth

Also in Attendance:
Mrs Sarah Howard (Assistant Clerk)
Two representative from Ryarsh Lane Allotments
Mr J Collins – resident of West Malling

Minute		Action by	Action	Response
17/498	APOLOGIES FOR ABSENCE were received from Miss G Barkham, Mr L Collins, Mr M Doyle, Rev D Green, Ms I Macdonald and Mrs C Medhurst			
17/499	DECLARATIONS OF INTEREST – none other than those routinely declared.			
17/500	MINUTES – after amendments to (17/440.1) being allotment deposit increase for new tenants and (17/443.1) being that the strimming of the staples and ragstone memorial stone was now the responsibility of the Cricket Club the Minutes of the meeting held on Monday 7 August 2017 were approved and signed.			
17/501	MATTERS ARISING There were no matters arising.			
17/502	Allotments			
502.1	<p>Report by West Malling Parish Council and Ryarsh Lane Allotment Society</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 – vacant. It was agreed to have a separate item on the Agenda for November. • 3 – Weeds not controlled and hedges not maintained. Tenant is relinquishing plot in November. • 5A – Less than 75% cultivated, weeds not controlled, fruit trees not managed, hedges not maintained. Tenancy agreement not to be renewed in November. • 6 – grass not maintained. To monitor. • 10 – weeds not controlled, grass not maintained. To monitor. • 18A – less than 75% cultivated, weeds not controlled. Send first letter. • 25A – less than 75% cultivated, weeds not controlled. To monitor. • 27A – Final letter was sent. No contact by tenant or key returned. To chase. • 28A – less than 75% cultivated. To monitor. • 29A – Less than 75% cultivated, hedges and grass not maintained. To monitor. • 29B – vacant. Contractor to trim. 	SH	✓	

	<p>The Assistant Clerk reported that the allotment hedge will be cut on Wednesday 18 October 2017. Notices to be put up at the site and on cars asking that the area is kept clear for the contractor.</p> <p>A quotation had been received, from Four Seasons, to cut back the hedge from the allotments along the boundary of Macey's Meadow to the kissing gate/container (MR136) for the sum of £180.00 + VAT. There is no money budgeted for this additional hedge cutting and it was agreed that it be referred to F&GP with a recommendation to accept. It is hoped that the work can be carried out in conjunction with the allotment hedge cutting on Wednesday 18 October 2017.</p>			
502.2	<p><u>Request for Shed – Plot 28A</u></p> <p>A request had been received from the tenant of plot 28A to erect a 6x4ft shed at the cricket meadow end. Permission was granted subject to the usual conditions.</p> <p>Tenants should be reminded of the tool marking scheme run by the Police. This to be added to the covering letter when the tenancy agreements are sent out.</p>	SH	✓	
502.3	<p><u>Consideration of Increase in Allotment Deposit</u></p> <p>It was agreed to defer this until the October meeting as awaiting quotations to trim, weedkill and cover vacant plots.</p> <p>Mrs Medhurst had provided the Assistant Clerk with costs for Mypex covering. Storage is a possible issue.</p>	SH	✓	
502.4	<p><u>Water Tanks and Taps</u></p> <p>Discussion took place regarding the replacement of the water tanks and taps. The allotment society will inspect the existing and let the Assistant Clerk know if any need replacing next year. The Assistant Clerk is obtain costs of plastic tanks.</p>	SH	✓	
502.5	<p><u>Allotment Specification for Tender</u></p> <p>Discussion took place regarding the specification. It was agreed to remove the cricket meadow side hedge as this is covered in the cricket meadow specification. Ryarsh Lane side to be extended to the kissing gate/container by Macey's Meadow. Subject to these changes it was agreed that the allotment specification be put out to Tender on 17 October 2017 (see appendix 1).</p>	SH	✓	
	Allotment representatives left the meeting at 8.05p.m.			
17/503	<u>MACEY'S MEADOW</u>			
503.1	<p><u>Cutting of Internal Hedge from Norman Road to the Railway Line</u></p> <p>It was noted that a revised quotation had been received for the mechanical cut of the internal hedge. The sides and top will be cut with a tractor mounted flail mower. For the sum of £685.00 +VAT. This to be forwarded to Mr Doyle for information. Future cutting of the hedge to be included in the Specification for Tender.</p>	SH	✓	
503.2	<p><u>Macey's Meadow Specification for Tender</u></p> <p>Discussion took place regarding the specification. Internal cutting of the boundary hedge with Norman Road to be removed. Subject to this change it was agreed that the allotment specification be put out to Tender on 17 October 2017 (see appendix 2). Copy to be sent to Mr Doyle for information.</p>	SH	✓	
17/504	<u>PLAYING FIELD</u>			
504.1	<u>Football Pitch Hire Conditions</u>	SH		

	<p>The Assistant Clerk reported that she had obtained insurance information from the Amateur Football Alliance for public liability insurance. It is mandatory for all clubs to carry a limit of indemnity of no less than £10,000,000 for any one occurrence. It was agreed to amend our current conditions and send out to the K Sports and ask that they provide a copy of their insurance.</p> <p>The Assistant Clerk was asked to get comparative costs from neighbouring parishes for pitch fees. To be discussed further at the October meeting.</p>		✓	
504.2	<p><u>Provision of Community Tennis Coaching</u></p> <p>The Assistant Clerk reported that the Clerk and herself are to meet the coach on Tuesday 12 September 2017.</p>	CC SH	✓	
504.3	<p><u>Playing Field Specification for Tender</u></p> <p>Discussion took place regarding the specification. It was agreed to include the clearance of significant ivy growth along the boundary of the children's play area and Woodland Close. The height of the hedges to be kept at 2.3m. Subject to the changes it was agreed that the Playing Fields specification be put out to Tender on 17 October 2017 (see appendix 3).</p> <p>Mrs Javens said about the growth from the tree in the turning circle in Woodland Close. It is now obscuring the streetlight. To be reported to KCC.</p> <p>The Assistant Clerk reported that a quotation had been received from Tonbridge Fencing for the renewal of the boundary fence from Woodland Close to the end of the playing fields. There are two options available. It was agreed to discuss this further at the October meeting under Budgets.</p>	SH	✓	
504.4	<p><u>Hedge Cutting, boundary of Playing Fields</u></p> <p>The cutting of the hedge is due to take place on 18,19,20 September 2017. The children's play area and the playing fields will be closed during this time.</p>			
504.5	<p><u>Strimming and Weedkilling around the tennis courts</u></p> <p>It was noted that a quotation has been received to strim and weedkill around the tennis courts, one off visit, from Four Seasons, for the sum of £145.00 + VAT. It was agreed that this be accepted.</p>	SH	✓	
17/505	<p><u>CRICKET MEADOW</u></p>			
	<p><u>Cricket Meadow Specification for Tender</u></p> <p>Discussion took place regarding the specification. An amendment to the timing of the cut should be altered to October. Subject to the change it was agreed that the Cricket Meadow specification be put out to Tender on 17 October 2017 (see appendix 4)</p>	SH	✓	
17/506	<p><u>BALL PARK</u></p> <p>The Clerk is trying to arrange a further CCTV meeting.</p>			
17/507	<p><u>VILLAGE HALL</u></p> <p>Notes from the Village Hall Management Committee Meeting, held on Thursday 24 August 2017 had been received, as follows:</p> <p>Points of note:</p> <ul style="list-style-type: none"> The Parish Council has offered to host the new WMVH website. Payment to be 	SH	✓	

	<p>organised and the new website almost ready.</p> <ul style="list-style-type: none"> Hallmark Level 3 application was successful and the certificate has been placed in the foyer. WMVH won £4,000 in the form of a grant from the Tesco Bags of Help Grant Scheme. New roof now completed. Potential changes to the security at WMVH, proposed by the PC, including new gate, fencing and entrance were discussed and are under consideration pending quotes and final decisions on fittings. Next meeting scheduled for Thursday, 30 November 2017 <p>Congratulations should be given to the management committee for obtaining the Hallmark.</p> <p>Mr Stevens said that more discussion is to take place regarding the additional security.</p>			
17/508	<p><u>VILLAGE GREEN</u></p> <p>It was noted that a quotation has been received for a one off cut of the village green, from Four Season, for the sum of £40.00 + VAT. It was agreed that the quotation be accepted.</p>	SH	✓	
17/509	<p><u>LAND WEST OF AGE CONCERN</u></p>			
	<p><u>Strimming of Benches</u></p> <p>It was noted that a quotation has been received for a one off strim of the benches, from Four Seasons, for the sum of £20.00 + VAT. It was agreed that this be accepted.</p>	SH	✓	
17/510	<p><u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u></p> <p>Mrs Smyth said that there was still a problem with the overflowing recycle bins within the Parish. Bottles are being left on the floor around the bins even though the large notice states that this is an offence. It was agreed to monitor.</p>			
17/511	<p><u>Country Parks Consultation</u></p> <p>KCC is currently holding a Public Consultation regarding the draft KCC Country Parks Strategy (2017-2021). The consultation is open until 11.59pm. 11 September 2017.</p> <p>“Kent County Council is privileged to own and manage a range of country parks and countryside sites which contain some of the highest quality natural habitats and landscapes that Kent has to offer. We have drafted a four year strategy which sets out how we intend to protect and manage these natural environments at the same time as providing high quality opportunities for individuals, families and communities to play, learn and relax.</p> <p>Before we finalise the strategy, we would like to hear your views on what we are proposing”</p> <p>It was agreed the response from the Parish Council is, as follows:</p> <p>West Malling Parish Council (WMPC) welcomes the opportunity to comment on KCC’s draft strategy for the county’s country parks. Manor Park Country Park is entirely within West Malling parish and is a much-valued asset for the community. The park is well used by both residents and visitors.</p> <p>WMPC supports the draft’s three strategic aims:</p>	CC	✓	

	<ul style="list-style-type: none"> • Provide a network of high quality and biodiverse country parks • Increase visitor numbers to the country parks particularly at off peak times and among under-represented groups • Ensure the service is as financially self-sustaining as possible. <p>We would also like to see an acknowledgement that the parks are the “lungs’ of the community, contributing to air quality and wellbeing regardless of how many people visit them.</p> <p>We endorse the objective to "Ensure that the biodiversity, heritage and landscape values of the sites are maintained or enhanced." To this end we commend the management regime which has left areas of fallen timber and natural growth. We would urge KCC to resist the urge to “tidy up” the parks or to “urbanise” them through the installation of more infrastructure.</p> <p>We would like to see more areas managed for wildflowers, as the National Trust is now doing at several of its properties.</p> <p>The draft strategy lists a number of “indicators” that will be monitored to track progress. These include “management of flora and fauna”. It would be useful to know what is being measured and how - population, diversity, health?</p> <p>We believe communication between parks management and the community could be better, for example: 'When and why is a tree being felled?' Social media or a regular email newsletter for frequent users, as well as use of noticeboards, could keep everyone more informed and engaged.</p> <p>KCC has an objective to “Increase visitor numbers outside of peak times.” A welcoming cafe can make a big difference here. The cafes at Shorne Woods and Trosley show what can be done. Manor Park is smaller but the cafe does not have a fully enclosed eating area so is less attractive on cold or wet days.</p> <p>A change to the parking regime at Manor Park should mean that more revenue is generated. WMPC would like to see some of this ploughed back into enhancements to the cafe area and other improvements.</p> <p>WMPC would ask that they be involved and or consulted on how the strategy is implemented at Manor Park</p>		
	Mr J Collins left the room at 8.45p.m.		
17/512	<u>CONFIDENTIAL ITEM</u>		
	<p>Administration – to agree a motion that in view of the confidential nature of the business to be transacted it is advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to meetings) Act 1960.</p> <p>It was agreed that allotment tenant move plot and deposit is transferred.</p>		
	Mr J Collins returned to the meeting at 8.51p.m.		
17/513	<u>FINANCE</u>		
	<u>Budget Statement</u>		

	The statements of receipts and payments to date were received.			
17/514	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			
	There were no questions from members of the public and councillors			
	<u>Date of Next Meeting</u> – Monday 9 October 2017 (concentrating on Churchyard)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.05 p.m.			
	Signed.....			
	Date.....			

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(APPENDIX 1)

ALLOTMENT SITE, RYARSH LANE **SPECIFICATION**

The contract is to run from **January 2018 – December 2018** - unless otherwise agreed with the Parish Council

Hedges

Ryarsh Lane side (to far end of Macey's Meadow, by kissing gate/container) - this to be cut annually by mechanical means externally and internally to 6ft. approximately

The timing of the hedge-cutting to be annually in October.

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 four times a year: once in March/April time when growth is just starting, two mid-season as required and one at end of season.

Strimming

Please also quote the cost **per plot** for strimming, weedkill and cover.

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 10 November 2017

The Parish Council is not bound to accept the lowest tender

WEST MALLING PARISH COUNCIL**AREA:
ALLOTMENT SITE, RYARSH LANE**

<u>OPERATION</u>	<u>UNIT COST PER OPERATION</u>	<u>FREQUENCY</u>	<u>TOTAL COST</u>
Hedge-Cutting		1	
Footpath		4	
Strim, weedkill and cover of unused plots			

TENDER SUBMITTED BY:

Appendix 2

MACEY'S MEADOW HEDGE, NORMAN ROAD
SPECIFICATION

The contract is to run from April 2018 to December 2018 unless otherwise agreed with the Parish Council.

Hedge one to be trimmed twice a year striking a balance between height and width. This work is to be carried out September/October time and a light trim March/April.

Hedge one

External and top of hedge along the boundary of Norman Road. Hedge height to be maintained at 1.8m.

Hedge Two

Sides and top of internal hedge from Norman Road to railway line.

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.

One month notice to be given of works.

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.

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

no later than 12 noon on Friday 10 November 2017

The Parish Council is not bound to accept the lowest tender

WEST MALLING PARISH COUNCIL**AREA:
MACEY'S MEADOW HEDGE, NORMAN ROAD**

<u>OPERATION</u>	<u>UNIT COST PER OPERATION</u>	<u>FREQUENCY</u>	<u>TOTAL COST</u>
Hedge-Cutting:			
Hedge One		2	
Hedge Two		1	

TENDER SUBMITTED BY:

(Appendix 3)

NORMAN ROAD PLAYING FIELD & CHILDREN'S PLAYGROUND SPECIFICATION

Mowing – the grass-management contract is to run from Monday 19 February 2018 to Friday 2 November 2018. 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. Hedges on boundary should be kept at 2.3m.

Ivy

Clearance of significant ivy growth

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/colour 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.

A schedule of works to be sent to the Parish Council in advance.

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.

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

no later than 12 noon on 10 November 2017

The Parish Council is not bound to accept the lowest tender

WEST MALLING PARISH COUNCIL**AREA:****NORMAN ROAD PLAYING FIELD & SMALL TRIANGULAR AREA**

<u>OPERATION</u>	<u>UNIT COST PER OPERATION</u>	<u>FREQUENCY</u>	<u>TOTAL COST</u>
Mowing		14	
Strimming		14	
Hedge cutting		1	
Tennis Courts		2	
Ivy – clearance of significant ivy growth		2	
Football pitch:			
Herbicide		1	
Initial marking		1	
Re-marking		12	
Re-instatement of goal mouth		1	

TENDER SUBMITTED BY:

(Appendix 4)

WEST MALLING PARISH COUNCIL

NORMAN ROAD PLAYING FIELD & CHILDREN'S PLAYGROUND SPECIFICATION

Mowing – the grass-management contract is to run from Monday 19 February 2018 to Friday 2 November 2018. 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. Hedges on boundary should be kept at 2.3m.

Ivy

Clearance of significant ivy growth

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/colour 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.

A schedule of works to be sent to the Parish Council in advance.

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.

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

no later than 12 noon on 10 November 2017

The Parish Council is not bound to accept the lowest tender

WEST MALLING PARISH COUNCIL**AREA:****NORMAN ROAD PLAYING FIELD & SMALL TRIANGULAR AREA**

<u>OPERATION</u>	<u>UNIT COST PER OPERATION</u>	<u>FREQUENCY</u>	<u>TOTAL COST</u>
Mowing		14	
Strimming		14	
Hedge cutting		1	
Tennis Courts		2	
Ivy – clearance of significant ivy growth		2	
Football pitch:			
Herbicide		1	
Initial marking		1	
Re-marking		12	
Re-instatement of goal mouth		1	

TENDER SUBMITTED BY: