

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 09 OCTOBER 2017 AT 7.30PM  
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present**            **Mr P Stevens (from 7.45p.m.)**  
                         **Mrs L Javens**  
                         **Miss Barkham**

**Also in Attendance:**  
**Mrs Sarah Howard (Assistant Clerk)**  
**Rev David Green**  
**Ms I Macdonald**  
**Mr J Musker**  
**Mrs C Medhurst**  
**Mr J Collins – resident of West Malling**

**THIS MEETING WAS INQUORATE FROM 7.30-7.45P.M. ANY ACTION TAKEN BETWEEN THESE TIMES TO BE RATIFIED AT THE NEXT MEETING. AS REV DAVID GREEN WAS DUE AT ANOTHER MEETING HE GAVE HIS REPORT**

Minute		Action by	Action	Response
<b>17/570</b>	<b><u>CHURCHYARD</u></b>			
<b>570.1</b>	<p><b><u>Report by Rev Green</u></b></p> <p>Rev Green said that the grounds maintenance was coming to the end of the season and the last cut is due the week before Remembrance Sunday.</p> <p>The Granville bench is in situ and the Barnard dedication has been placed on a wooden stake ready to go in the ground in the same area.</p> <p>Ms Macdonald reported that the last working party had taken place.</p> <p>Rev Green reported that he had been in correspondence with some residents of Churchfields where some Lime Trees overhang their gardens. The current schedule of works for tree maintenance is reaching its end and a new survey is due in 2018 to plan the next schedule of works. The PCC have instructed Rev Green to seek opinions and quotations from reputable tree surgeons to see if anything can be done in the short term as there is money available in the church's budget.</p>			
<b>570.2</b>	<p><b><u>West Malling War Memorial</u></b></p> <p>Rev Green reported that a second quotation had been received by him, forwarded to the Parish Council, from Heritage Stone Restoration for the sum of £8576.00 + VAT. A further quotation is outstanding. The Assistant Clerk said she had made a pre-application for a grant based on the quotation from The Stone Shop.</p> <p>Faculty permission will need to be obtained as the Memorial stands on Church land. TMBC to be asked if planning permission is required.</p>	<b>SH</b>	✓	
	Mr Stevens arrived at 7.45p.m.			

570.3	<p><b><u>Consideration of budget for 2018/19</u></b></p> <p>Ms Macdonald said that topple testing will be due in 2018. She will forward details of the company who carried out the testing in 2008 to the assistant clerk. The assistant clerk to check how much the parish council contributed to the works.</p> <p>Last phase of the tree work to be included in the budget.</p> <p>It was agreed to budget £4000.00 towards the war memorial restoration.</p> <p>Rev Green thanked Members for the continue partnership between the Church and the Parish Council.</p> <p>Budget appended to the minutes (Appendix 1)</p>	SH	✓	
	Church members left the meeting at 7.55p.m.			
17/571	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mrs Y Smyth and Mr M Doyle			
17/572	<b><u>DECLARATIONS OF INTEREST</u></b> – none other than those routinely declared.			
17/573	<b><u>MINUTES</u></b> –the Minutes of the meeting held on Monday 11 September 2017 were approved and signed.			
17/574	<b><u>MATTERS ARISING</u></b>			
	There were no matters arising.			
17/575	<b><u>Allotments</u></b>			
575.1	<p><b><u>Report by West Malling Parish Council and Ryarsh Lane Allotment Society</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 – vacant. To be discussed at the November meeting.</li> <li>• 4 – Grass is not being maintained. To monitor.</li> <li>• 5A – Mr Stevens inspected the plot and reported that it was very overgrown. It was agreed that the deposit be withheld.</li> <li>• 6 – weeds are not controlled and grass not maintained. To send first letter.</li> <li>• 18A – less than 75% cultivated. To monitor.</li> <li>• 18B – not free of weeds. To monitor.</li> <li>• 20 – not free of weeds. To monitor.</li> <li>• 25A – not free of weeds.</li> <li>• 25B – less than 75% cultivated. To monitor.</li> <li>• 26A – less than 75% cultivated and weeds not controlled. To monitor.</li> <li>• 27 – No reply has been received. The tenancy agreement has been cancelled. Key has not been returned. Letter to be sent asking for this.</li> <li>• 28A – less than 75% cultivated. To monitor.</li> </ul> <p>Mr Stevens said that signs on the gates need replacing. The Assistant Clerk to print new ones.</p>	SH	✓	
575.2	<p><b><u>Consideration of Increase in Allotment Deposit</u></b></p> <p>Considerable discussion took place regarding an increase in the allotment deposit.</p> <p>A quotation had been received to trim, apply weedkiller and cover with weed suppressant fabric for the sum of £203.40 + VAT for a plot and £320.00 + VAT for an old full plot. It was felt that this was an expensive way of clearing a plot.</p>	SH	✓	

	Mr Stevens proposed that the deposit be increased to £50.00 for all new tenants, to take effect from 1 <sup>st</sup> January 2018. Seconded by Miss Barkham. To be referred to F&GP for approval.			
<b>17/576</b>	<b><u>MACEY'S MEADOW</u></b>  Mr Doyle had provided some notes to mention: <ul style="list-style-type: none"> <li>• The Applefest event was a success and was very well attended. Cake donations Amounted to £90.00</li> <li>• Some of the cobnuts which were harvested were sold at Spadework and this raised £28.00</li> <li>• The Orchard Project will continue until the beginning of 2019, which is good news. This will give time for consideration of future events and beyond them how they are funded.</li> </ul> <p>Congratulations are to be given to the volunteers for all their hard work during the event.</p> <p>It was noted that some residents had again been cutting the boundary hedge with Norman Road. It was agreed that a letter be hand delivered to residents opposite the hedge asking them to refrain from cutting the hedge at any time.</p>	<b>SH</b>	✓	
<b>17/577</b>	<b><u>PLAYING FIELD</u></b>			
<b>577.1</b>	<b><u>Football Pitch Hire Conditions</u></b>  The Assistant Clerk reported that she had spoken with two other Parish Councils regarding their pitch fees. After discussion it was agreed to keep the pitch fees at the current rate.			
<b>577.2</b>	<b><u>Provision of Community Tennis Coaching</u></b>  The Assistant Clerk reported that the Clerk and herself had met with the tennis coach. He proposes to introduce a structured play club at the courts. They will meet weekly on a Sunday morning. Places will be limited until there is regular attendance. The coaches have LTA governed insurance, DBS checks and are first aid trained. They currently run clubs at Offham and Trosley. They propose to contact the local primary schools to ascertain interest. Toilet facilities maybe required.  Members felt that use of the tennis courts should be encouraged and it was agreed that they be asked to provide firm proposals and evidence of insurance. Offham and Trosley Parish Council to be asked for references. In respect of toilet facilities they will need to contact the booking secretary at the Village Hall.	<b>SH</b>	✓	
<b>17/578</b>	<b><u>CRICKET MEADOW</u></b>  The Assistant Clerk did not have anything to report.			
<b>17/579</b>	<b><u>LAND WEST OF AGE CONCERN</u></b>  It was agreed that Day Tree Fellers be instructed to fell the Hornbeam tree adjacent to 18 Norman Road as per the budgeted figure of £380.00 + VAT. The residents of 18 Norman Road to be informed when date agreed.	<b>SH</b>	✓	
<b>17/580</b>	<b><u>VILLAGE HALL</u></b>  The Assistant Clerk did not have anything to report.			
<b>17/581</b>	<b><u>PUBLIC RIGHTS OF WAY</u></b>			

581.1	<b><u>MR116 – Diversion Modification Order 2017</u></b>  It was noted that a copy of the above Order with its notice and statement had been received.			
581.2	<b><u>MR138 – High Street to Banky Meadow</u></b>  It has been reported to the PROW Officer that the new owner of the bungalow, Cornerlea, has reduced the width of the footpath. Outcome yet to be received.			
17/582	<b><u>FINANCE</u></b>			
582.1	<b><u>Budget Statement</u></b>  The statements of receipts and payments to date were received.			
582.2	<p><b><u>Consideration of Budget for 2018/19</u></b></p> <p><b><u>Allotments</u></b>  Water rates to be reduced to £750.00. Prices for replacement water tanks to be confirmed. Maintenance contract costs to be confirmed upon receipt of tenders.</p> <p><b><u>Amenities</u></b>  The Assistant Clerk to calculate figures for litter picking of the playing fields, ball park, cricket meadow and the strimming of the village green.  Maintenance contract costs to be confirmed upon receipt of tenders.  Additional work costs to be increased to £500.00</p> <p>It was noted that quotations had been received from South East Fencing and Tonbridge Fencing for replacement fencing at the playing fields, as follows:</p> <p>South East Fencing: To cut back trees and replace fencing with chainlink                      £2694.00 + VAT To cut back trees and replace with twin wire fencing                      £8456.00 + VAT</p> <p>Tonbridge Fencing: To cut back trees and replace fencing with chainlink                      £6535.00 + VAT To cut back trees and replace with twin wire fencing                      £6781.00 + VAT</p> <p>It was agreed that a further quotation be obtained and a provisional figure of £7000.00 be included in the budget.</p> <p>£700.00 for removal of conifers adjacent to the tennis courts to be added.  Twitch Inn business rate to be increased to £120.00.  Cricket meadow rent to be referred to F&amp;GP.</p> <p><b><u>Macey's Meadow</u></b>  To be referred next Macey's Meadow meeting.  Provisional budgets appended to the minutes (appendix 1)</p>	SH	✓	
	<b><u>Accounts for Payment</u></b> – totalling £7550.64 were approved – see attached. (appendix 2)			
17/583	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b>	SH		

	<p>Mr J Collins suggested the installation of a flower bed, using sleepers, between the trees on the strip of grass at the entrance to the village hall car park as it would prevent a turning circle for large vehicles. He had provided the Assistant Clerk with a drawing. Costs to be obtained.</p> <p>Miss Barkham remarked upon the contractors who carry out the grass cutting at Douces Manor. They do not clear up the grass cuttings from the footpath and this makes the path slippery.</p>		
	<p><b>Date of Next Meeting</b> – Monday 13 November 2017 (concentrating on Allotments)</p>		
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.32 p.m.</p> <p>Signed..... Date.....</p>		

Appendix 1

# Churchyard

Income	Budget 2018-19	YTD	Budget 2017-18
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenditure	Budget 2018-19	YTD	Budget 2017-18
Grounds Maintenance	TBC		2013.00
Tree works	1340.00		1500.00
War Memorial	350.00		350.00
War Memorial Restoration	7000.00		
	8690.00	0.00	3863.00
<b>Surplus/-deficit</b>	<b>-8690.00</b>	<b>0.00</b>	<b>-3863.00</b>

## Allotments

Income	Budget 2018-19	YTD	Budget 2017- 18
<b>Allotments</b>			
Rents	737.50		737.50
Contribution to water supply	80.00		80.00
<b>Total</b>	<b>817.50</b>	<b>0.00</b>	<b>817.50</b>
Expenditure	Budget 2018-19	YTD	
Water Rates	750.00		1000.00
Maintenance Contractor	TBC		800.00
Maintenance general	250.00		250.00
Water Tanks	TBC		
Deposit Refunds			
	<b>1000.00</b>	<b>0.00</b>	<b>2050.00</b>
<b>Surplus/-deficit</b>	<b>-182.50</b>	<b>0.00</b>	<b>-1232.50</b>

## Amenities Committee

Income	Budget 2018-19	YTD	Budget 2017-18
Ball Park	0.00		0.00
Tree Wardens	0.00		0.00
Village Green KCC	63.20		63.20
Cricket Meadow Rent	350.00		350.00
Playing Field Football pitches	500.00		500.00
	<b>913.20</b>	<b>0.00</b>	<b>913.20</b>

Expenditure	Budget 2018-19	YTD	Budget 2017-18
<b>Ball Park</b>			
Litter Clearance	250.00		350.00
Repairs	1200.00		1200.00
<b>Tree Wardens</b>			
Payments	100.00		100.00
<b>Village Green</b>			
Maintenance	250.00		250.00
Planting	100.00		100.00
<b>Cricket Meadow</b>			
Loan	3000.00		3000.00
Litter clearance	100.00		325.00
CM Hedge (50%)	TBC		564.00
Path strimming	50.00		50.00
<b>Playing field</b>			
Grass cutting and other maintenance	TBC		2237.00
Playground inspections	625.00		625.00
Playground repairs	1000.00		1000.00
New Signage	200.00		200.00
Litter picking	2950.00		2500.00
Additional work	500.00		400.00
Replacement Chainlink Fencing	7000.00		
Removal of Conifer Trees	700.00		
Replacement play surface			767.00
Reduction of hedge			3500.00
<b>Parish Walk</b>			
Payments	100.00		100.00
<b>St Leonards Tower</b>			
Payments			0.00



**Village Hall**

Annual contribution

3000.00

3000.00

**Land West of Age Concern**

Loan

1047.20

1047.20

Tree work

380.00

380.00

**Twitch Inn**

Business rates

120.00

110.00

Service charge

747.00

747.00

**Total**

**23419.20**

**0.00**

**22552.20**

**Surplus/-deficit**

**-22506.00**

**0.00**

**-21639.00**

Appendix  
3**Accounts for Payment 9th October 2017**cheques to be  
drawn

Music @ Malling (cheque 5390) (donation towards school / young musician elements)		£ 1,000.00
<b><u>payment authorised under Section 137</u></b>		
Day Tree Fellers (cheque 5391) (inv 515 hedge cutting in playing fields, Norman Road)	£3,500.00 £ VAT 700.00	£ 4,200.00
Outdoorsy Living Ltd (cheque 5392) (Invoice 2427, surface repair	£ 660.87 £ VAT 132.17	£ 793.04
Turfsoil Ltd (single cheque 5393) (Inv 49596 re Churchyard, mow x 1, strimming x 1	£ 123.00 £ VAT 24.60	£ 147.60
(Invoice 49597 re Playing fields, mow x 3, strim x 3) Remarking x 5	£ 320.00 £ VAT 64.00	£ 384.00
T&MBC (cheque 5394) (invoice 53242 Legal & court costs in relation to unlawful encampment at WMMVH		£ 1,026.00
	Total	£ <b>7,550.64</b>