

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 13 NOVEMBER 2017 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present **Mr P Stevens**
 Mrs L Javens

Also in Attendance:
Mrs Sarah Howard (Assistant Clerk)
Mr M Doyle
Mrs C Medhurst
Mr J Collins – employee of West Malling Parish Council

THE MEETING WAS INQUORATE. ANY ACTION TAKEN TO BE RATIFIED AT THE NEXT MEETING

Minute		Action by	Action	Response
17/636	<u>APOLOGIES FOR ABSENCE</u> were received from Miss G Barkham, Mr L Collins, Mrs Y Smyth, Rev D Green, Ms I Macdonald, Mr J Musker and Mrs A Turner.			
17/637	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
17/638	<u>MINUTES</u> –Minutes of the meeting held on Monday 9 October 2017 to be approved and signed at the December meeting.			
17/639	<u>MATTERS ARISING</u> (17/576) – Mr Doyle asked if notices had been put on the cars in Norman Road ahead of the Macey's Meadow hedge cutting on Wednesday 15 November 2017. The Assistant Clerk reported that Mr J Collins had done this.			
17/640	<u>Allotments</u>			
640.1	<u>Report by West Malling Parish Council and Ryarsh Lane Allotment Society</u> The Assistant Clerk reported that vacant plot 27A will be re-let at the end of November. Mrs Medhurst said that the hedge by plot 17 was 8ft and not 6ft. The Assistant Clerk said that the contractor was returning to cut back the ivy on the telegraph pole and will ask him to look at this section. The hedge on the cricket meadow side will be cut beginning of December. The allotment society asked that both hedges be cut at the same time next year. The contractor to be asked to consider this. Mrs Medhurst reported that the Allotment Society fees are to be increased to £4.00 per year. In the new year they would like to carry out a mail drop to residents highlighting the benefits of growing your own vegetables to try and fill the vacant plots. This was thought to be a good idea. Mrs Medhurst asked how many plots were vacant. Mr Stevens asked if a member of the Amenities Committee could consider taking over the			

	role of inspecting the allotments and preparing the report from next April. He will no longer be able to do this due to time constraints.			
640.2	<u>Consideration of use of Plot 1A</u> No suggestions for use of plot 1A had been forthcoming so it was agreed that the plot be added to the vacant list.	SH		✓
640.3	<u>To Consider wording of Clause 9 of the Tenancy Agreement</u> The Assistant Clerk asked that consideration be given to rewording Clause 9 of the Tenancy Agreement, existing wording as follows: 'When vacating an Allotment Garden the outgoing tenant must ensure that the plot is cleared of all extraneous material (such as metal, glass, concrete etc); if the plot is not so cleared then the £50 or £25 deposit will be retained by the Parish Council' She asked that the plot also be cleared of weeds and grass maintained before the deposit is returned. This may avoid the cost of the Parish Council clearing a plot when it is vacated. Mr Stevens asked that suitable wording be provided and to be discussed further at the next allotment meeting. This will not take effect until November 2019.	SH		✓
17/641	<u>MACEY'S MEADOW</u> Mr Doyle reported on the following: <ul style="list-style-type: none"> • they are putting forward a bid for funding of a container through KCC Members fund. The container will be used for storage of hay baling equipment, which will be used in the meadow, plus other equipment used at the Apple Fest. The bid is for £1500.00. The presentation will be made on Saturday 18 November 2017. • Cutting of the main hedge running through the meadow is due to start. • Wood chippings from a contractor working in the Parish had been delivered to the meadow and has been used on the paths. • Consideration to be given to the labelling of the apple trees as there are some unusual varieties. Pippa Palmar is to provide costs. • The possibility of a project on Little Owls. Owl boxes to be installed at locations within the meadow. • Reptile mats have been placed around the meadow but the results of these will probably not be known until the Spring. • A new Apiarist will be taking over the old hives. • Discussion had taken place regarding setting aside a Skylark area but it was felt that this was not suitable for the meadow as an area would need to be cordoned off. <p>The Assistant Clerk reported that the Police had visited the site of the tent in the meadow. On all occasions no one was there. The Assistant Clerk and the Clerk had also visited on two occasions and no one was there. TMBC are to be asked to quote for clearance on health and safety grounds.</p>			
17/642	<u>PLAYING FIELD</u>			
642.1	<u>Quarterly Play Equipment Safety Check</u> It was noted that the quarterly play equipment report had been received and there are no areas of concern.			
642.2	<u>Provision of Community Tennis Coaching</u> It was noted that details of Jimmy's Tennis had been received including a proposal and an agreement of usage. Discussion took place regarding the agreement and Mrs Smyth had provided comments in			

	<p>her absence. It was agreed that the following changes be made:</p> <ul style="list-style-type: none"> • Only one court to be used for structured play or one to one. One court to Remain open for play sessions by members of the public. • Marketing to be non financial support. • Parish Council to review after one month to allow any changes or hire costs. It was felt that no charge, for court hire, should be made before one month to enable Jimmy's Tennis to become established. <p>The Assistant Clerk to obtain references. If possible changes to be made by Jimmy's Tennis for further discussion at F&GP.</p>			
17/643	<p><u>CRICKET MEADOW</u></p> <p>There were no matters to report.</p>			
17/644	<p><u>Land West of Age Concern</u></p>			
	<p><u>Felling of Hornbeam Tree</u></p> <p>It was noted that the Hornbeam Tree had been felled. The area along the fence line has been cleared. Fly tipping had occurred in the same area and it will be necessary for T&MBC to clear the rubbish.</p> <p>Comment was made regarding the placement of the Lime Tree. Four Season to be asked if they are able to obtain the replacement Lime Tree when they carry out the replanting.</p>	SH	✓	
17/645	<p><u>VILLAGE HALL</u></p> <p>The next quarterly meeting to be held on Thursday 30 November 2017.</p>			
17/646	<p><u>PUBLIC RIGHTS OF WAY</u></p> <p>Mr Stevens reported that the Public Notice for the official move of MR116 had been in the Kent Messenger.</p>			
17/647	<p><u>CONSIDERATION OF RISK ASSESSMENT FOR LITTER CLEARANCE OR GARDENING/STRIMMING</u></p> <p>The draft risk assessment had been circulated to members. Mr Stevens felt that a separate risk assessment should be held for volunteers. Mrs Medhurst commented that she thought that where the assessment states 'wear appropriate clothing' it should also state Personal Protective Equipment (PPE). It was agreed to refer this to F&GP subject to these changes.</p>	SH	✓	
17/648	<p><u>FINANCE</u></p>			
648.1	<p><u>Budget Statement</u></p> <p>The statements of receipts and payments to date were received.</p>			
648.2	<p><u>Outcome of Tenders</u></p> <p>It was noted that two Tenders had been received, Turfsoil and Four Seasons, and three no quotes. (Appendix 1)</p> <p>After discussion it was agreed that Turfsoil be awarded the Tender for the Churchyard and all grass cutting and marking out at the Norman Road Playing Fields. Turfsoil had not tendered for the removal of the ivy so this was awarded to Four Seasons. In respect of the hedge cutting at the Playing Fields the Assistant Clerk to speak with Mrs Dean to see if it is possible to split tenders between contractors. Four Season were awarded the</p>	SH	✓	

	Tender for the Allotments, Cricket Meadow and Macey's Meadow. All decisions subject to the approval of F&GP.			
648.3	<p><u>Consideration of Budget for 2018/19</u></p> <p>Discussion took place regarding the draft budget for 2018/19. Tender figures for grass cutting for the playing fields, churchyard, hedge cutting for the playing fields, cricket meadow, Macey's Meadow and the allotments were included in the draft (subject to approval of F&GP).</p> <p>Marketing costs of £400.00 was included in the Macey's Meadow draft budget.</p> <p>Costs were obtained for a replacement water tank at the allotments. £350.00 was included in the allotment budget for a replacement water tank. The Assistant Clerk to check that the costs were for outside tanks.</p> <p>A further quotation had been received from King's Meadow Fencing for replacement fencing at the playing fields, as follows:</p> <p>Take down and clear from site existing fencing and cut back trees and bushes where necessary</p> <p>Supply and erect 140m of 1800mm galvanised chain link fencing on concrete posts</p> <p>Chain link to be clipped to tensioned line wires</p> <ul style="list-style-type: none"> • Posts to be concreted in Total £8400 • As above in black painted angle iron posts Total £7000 • As above in Protec Systems Fencing powder coated green Total £7700 <p>Fencing draft figure was amended to £7500.00.</p> <p>The Assistant Clerk to check if planning approval is required for the cutting back/removal of the hedge.</p>	SH	✓	
17/649	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>The Assistant Clerk reported that there had been problems with the length of the grass on the football pitch. There has been one occasion where members of K Sports had to rake the grass to ensure the pitch was of an acceptable standard. K Sports ask if it is possible for the pitch to be cut weekly until the grass stops growing, all costs will be incurred by them. It was agreed to get Turfsoil to carry out the additional cuts.</p> <p>Mr Doyle asked if the risk assessment for Macey's Meadow had been agreed. The Assistant Clerk said she would speak with the Clerk.</p> <p>Mr Doyle commented that on occasions cars park in front of the chained access to the cricket meadow. He suggested that a notice be put on the chain requesting that people do not park there as access is required. This should be reported to the cricket club.</p>	SH	✓	
	<u>Date of Next Meeting</u> – Monday 11 December 2017 (concentrating on Churchyard)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 8.55 p.m.			
	Signed..... Date.....			

(Appendix 1)

TENDERS 2018

Area	Turfsoil	Four Seasons Gardens
Norman Road Playing Field	£ 2,722.55	£ 4,936.00
Churchyard	£ 2,178.50	£ 4,192.00
Macey's Meadow Hedge		
Hedge One	£ 1,610.00	£ 1,080.00
Hedge Two	£ 755.00	£ 475.20
Allotments		
Hedge	£ 755.00	£ 589.95
Footpath	£ 122.40	£ 122.40
Clear per plot and cover		
Large Plot		£ 244.08
Full Plot		£ 384.00
Cricket Meadow		
Hedge	£ 805.00	£ 350.00
Strimming of staples and ragstone	£ 210.00	£ 240.00

Amenities Committee

Income	Budget 2018-19	YTD	Budget 2017-18	End of Year
Ball Park	0.00		0.00	0.00
Tree Wardens	0.00		0.00	0.00
Village Green KCC	63.20		63.20	0.00
Cricket Meadow Rent	350.00		350.00	
Playing Field Football pitches	500.00		500.00	
	913.20	0.00	913.20	0.00

Expenditure	Budget 2018-19	YTD	Budget 2017-18	End of Year
Ball Park				
Litter Clearance	250.00		350.00	
Repairs	1200.00		1200.00	
Tree Wardens				
Payments	100.00		100.00	0.00
Village Green				
Maintenance	250.00		250.00	
Planting	100.00		100.00	0.00
Cricket Meadow				
Loan	3000.00		3000.00	0.00
Litter clearance	100.00		325.00	0.00
CM Hedge (50%)	350.00		564.00	0.00
Path strimming	50.00		50.00	0.00
Playing field				
Grass cutting and other maintenance	2722.55		2237.00	0.00
Playground inspections	625.00		625.00	0.00
Playground repairs	1000.00		1000.00	0.00
New Signage	200.00		200.00	0.00
Litter picking	2950.00		2500.00	0.00
Additional work	500.00		400.00	0.00
Replacement Chainlink Fencing	7500.00			0.00
Removal of Conifer Trees	700.00			0.00
Replacement play surface			767.00	
Reduction of hedge			3500.00	
Parish Walk				
Payments	100.00		100.00	0.00
St Leonards Tower				
Payments			0.00	0.00
Village Hall				

Annual contribution	3000.00		3000.00	0.00
Land West of Age Concern				
Loan	1047.20		1047.20	0.00
Tree work	380.00		380.00	0.00
Twitch Inn				
Business rates	120.00		110.00	0.00
Service charge	747.00		747.00	0.00
Total	26991.75	0.00	22552.20	0.00
Surplus/-deficit	-26078.55	0.00	-21639.00	0.00

Allotments

Income	Budget 2018-19	YTD	Budget 2017-18	End of Year
Allotments				
Rents	737.50		737.50	
Contribution to water supply	80.00		80.00	
Total	817.50	0.00	817.50	0.00
Expenditure	Budget	YTD		
Water Rates	750.00		1000.00	
Maintenance Contractor	1712.35		800.00	
Maintenance general	250.00		250.00	
Water Tanks	350.00			
Deposit Refunds				
	3062.35	0.00	2050.00	0.00
Surplus/-deficit	-2244.85	0.00	-1232.50	0.00

Churchyard

Income	Budget 2018-19	YTD	Budget 2017-18	End of Year
Total	0.00	0.00	0.00	0
Expenditure	Budget 2018-19	YTD	Budget 2017-18	End of Year
Grounds Maintenance	2178.50		2013.00	
Tree works	1340.00		1500.00	
War Memorial	350.00		350.00	
War Memorial Restoration	7000.00			
	10868.50	0.00	3863.00	0.00
Surplus/-deficit	-10868.50	0.00	-3863.00	0.00

Macey's Meadow

Income	Budget 2018-19	YTD	Budget 2017-18	End of Year
Grazing fees	250.00	0.00	250.00	
Total	250.00	0.00	250.00	0
Expenditure	Budget 2018-19	YTD	Budget 2017-18	End of Year
Loan repayments	5200.00		5200.00	
General Maintenance (incl tools)	400.00		400.00	
Tractor repairs	550.00		550.00	
Diesel/petrol	500.00		500.00	
Hedge Cutting	1555.20		1872.00	
Marketing	400.00			
<i>Logo (safeguarded)</i>				22.89
Total	8605.20	0.00	8522.00	22.89
Surplus/-deficit	-8355.20	0.00	-8272.00	-22.89