

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 12 FEBRUARY 2018 AT 7.30PM  
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present**  
Mr P Stevens  
Mr N Stapleton  
Miss G Barkham  
Ms M Stacpoole  
Mrs L Javens

**Co-opted Members:**  
Ms I Macdonald  
Mr J Musker

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

Minute		Action by	Action	Response
18/87	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr L Collins, Mrs Y Smyth, Mr M Doyle and Rev D Green			
18/88	<b><u>DECLARATIONS OF INTEREST</u></b> – none other than those routinely declared.			
18/89	<b><u>MINUTES</u></b> – the Minutes of the meeting held on Monday 15 January 2018 were approved and signed.			
18/90	<b><u>MATTERS ARISING</u></b>  (18/32) The Assistant Clerk reported that a reply had been received from TMBC regarding the condition of the public conveniences in King Street. The toilets are cleaned once a day usually by mid-morning. If the toilets are in such a terrible state and not able to be used the inspector for the area can have an additional look, over and above the usual inspection regime and deal with the contractors as necessary.			
18/91	<b><u>CHURCHYARD</u></b>  <b><u>Report by Rev Green</u></b>  Rev David Green had prepared the following report, in his absence:  <b>1. Churchyard maintenance</b> I note the appointment of Turfsoil as the contractor for 2018 and look forward to working with their staff in the year ahead. The grass is starting to get quite lengthy with a (relatively) mild winter and I hope we might be able to get them on site in March (as per specification) to begin work. Last year I'm not sure we saw them until April, in part because of poor weather in the Spring that delayed their efforts.	SH	✓	

The voluntary Churchyard maintenance crew will be gathering once a month from March onwards to continue their very valuable contribution to the beauty and peace of the site.

## **2. Installation of Tanner bench**

I'm pleased to report that the new bench in memory of Doris Tanner was installed on the south side of the Churchyard, against the southern wall on 8 February. It's the fourth new bench in the 'Westminster' style to arrive in recent years but the first to be an additional bench, rather than a replacement.

## **3. Tree maintenance - unscheduled work on the Limes**

As reported in December, PCC received quotes for some unscheduled work to the line of seven Lime Trees that run along the back of the Churchfields properties. PCC have accepted a quote from Hunton Arborists; a new Tree Surgeon to us but recommended by a member of the PCC. They will be on site from 19 to 21 February to do the work. I have written to the residents in 1 to 10 Churchfields to inform them, seek permission for the Tree Surgeons to access their gardens and also, at PCC instruction, asked for donations to help cover the cost.

The work is around £2,000 + VAT and is being financed by the PCC's budget for the Churchyard in 2017 (which was hitherto unspent) and their allocated Churchyard budget for 2018. However, PCC deemed that it was important to respond to our neighbours' concerns as swiftly as possible.

## **4. Tree maintenance - scheduled work**

As Amenities Committee will be aware, we are now in the final year - 'Year 5' - of the 2012 Tree Survey. Having felled T23 last year as part of year four, all that remains in the agreed plan is the re-pollarding of four lime trees - T1, T2, T3 and T30 (see attached map). In English, they are the three trees that line the footpath at the High Street end, near the War Memorial, and T30 is at the corner of the north-west annexe. If Amenities Committee are happy for me to do so, I will liaise with *Down to Earth* (who originally quoted £1,340 + VAT), *Day Tree Fellers* and now *Hunton Arborists* to see who will do the work at the best price. This work will not require Faculty Permission. Since it didn't need those extra steps, I have not raised the question of the work until now. I hope that the 2017-18 budget for Churchyard Maintenance has sufficient to enable this work to go ahead before the end of March.

## **5. War Memorial**

I note the conversations in December about the War Memorial and accepting the quote from Heritage Stone. St Mary's PCC met in January and approved a resolution seeking Faculty Permission for the repairs to be carried out. I have submitted the paperwork to the Diocesan Advisory Council seeking faculty permission to move ahead. I understand that we are applying for grants in the meantime as well. I will be very happy to participate in and publicise any 'public subscription' we wish to try to promote. The memorial was originally erected in 1921, funded by the people of West Malling. It would be heartening to think that the people of West Malling in 2018 might express a similar generosity in repairing the

	<p>monument and honouring those who made the ultimate sacrifice for the nation and for our future peace and security.</p> <p><b>6.Topple testing</b>          I note Amenities Committee’s careful consideration of this issue in December and I’m grateful for the recommendation to make allowance for that in the draft budget for 2018. In due course, it may be prudent to be in touch with families to see if some of the cost can be offset through donations to St Mary’s specifically for this work. It is obviously in everyone’s interests to make sure the headstones are in good condition and secure.</p> <p><b>7.Proposed extension to St Mary’s</b>          Although this is not technically ‘Churchyard’, Amenities Committee may be aware of our hopes to provide new facilities at St Mary’s. The first of several Public Consultations was held at the end of January concerning a proposed extension on the south side. That does have some bearing for the Churchyard in that the extension will extend out into that land and, if permission is given, several graves will need to be moved. The Archaeologist’s Site Report in 2017 confirmed that several of those graves are not in their original positions anyway and none affect families in living memory. There is obviously a careful process when this sort of thing takes place and St Mary’s will have to work with our Archaeologist, Architect and the Diocese to ensure any graves moved are moved with all due care, attention, respect and prayerfulness. In regard to the first Public Consultation about the Extension, it went very well. Amongst those who came and filled out feedback cards, the public were asked to grade the proposals between 1 and 10 (where 10 is most positive and 1 is most negative). The average score was 8.81. St Mary’s Church Congregation had scored the proposals (on average) as 9.26 out of 10. So we’re delighted with the first round of consultation although we recognise far more work lies ahead. It will be my pleasure to present further to Parish Council on the plans in due course and both answer questions and listen carefully to their feedback.</p> <p>The Assistant Clerk will contact Turfsoil and ask that they cut the grass as early in March as possible.</p> <p>In respect of point 4 – it was agreed that Rev Green obtain updated quotes for the removal of the 4 trees and for the work to be carried out before the end of March.</p>			
<p>91.1</p>	<p><b><u>West Malling War Memorial</u></b></p> <p>It was noted that a detailed report has been received from Heritage Stone for restoration work to the War Memorial. The grant application can now be completed. Comment was made regarding public subscription towards the restoration and it was agreed to wait until the outcome of the grant application was known</p> <p>Miss Barkham had details of two other possible sources of grant funds. The Assistant Clerk will look into these.</p>	<p>SH</p>	<p>✓</p>	
	<p>Representatives of the Churchyard left the meeting at 7.45p.m.</p>			
<p>18/92</p>	<p><b><u>MACEY’S MEADOW</u></b></p>			

	<p><b><u>Planting of Hedge Whips, Norman Road Hedge</u></b></p> <p>The Assistant Clerk reported that upon completion of the hedge cutting there are some areas where the hedge is partially non-existent. Macey's Meadow volunteers are busy with the pruning of the cobnuts and apple trees. Therefore, a quotation had been obtained from Four Seasons to plant the whips, as follows:</p> <p>To plant as many hedge whips and install the tree guards on each whip (all supplied by West Malling Parish Council). We will plant as many as we can in the time allowed. These are to be planted on the sections of the Norman Road hedge which require additional planting. The planting areas will be roughly cleared of vegetation before whips are planted. All waste left on site, in the hedge to create habitat areas for the sum of £80.00 + VAT</p> <p>After discussion it was agreed that the quotation be accepted as there are sufficient funds available within the hedge cutting budget figure. The work to be carried out as soon as possible.</p> <p>The storage container is due to be delivered in the next few weeks. It was agreed that a letter be delivered to neighbouring residents, advising them of the delivery, when a date is confirmed.</p> <p>Miss Barkham said about an incident of sheep worrying. This to be reported in Downsmail.</p>	SH		
<b>18/93</b>	<b><u>PLAYING FIELD</u></b>			
	<p><b><u>Request for a Marquee on the Playing Fields for a Wedding in the Summer</u></b></p> <p>It was noted that a request had been received to erect a marquee on the land adjacent to the village hall for a wedding in the summer. The hall will also be booked for the wedding.</p> <p>After discussion it was agreed that the Parish Council would not be able to grant this request for the following reasons:</p> <ul style="list-style-type: none"> <li>• Security issues as this is a public right of way within the public open space</li> <li>• The electricity system within the hall cuts out when the exit doors are opened, this is to prevent loud music from disturbing close neighbours.</li> </ul>	SH	✓	
<b>18/94</b>	<b><u>CRICKET MEADOW</u></b>	SH	✓	
	<p>It was noted that a letter had been received from a resident of Norman Road whose property is on the boundary of the cricket meadow. The creepers, which grown through from the cricket meadow, have been removed from the boundary fence but is unable to remove those at a higher level.</p> <p>The Assistant Clerk showed Members a photo of the area concerned and said that Four Season are willing to remove this at no cost. It was agreed that Four Season remove the remaining creeper but this is a one off and cannot be a regular occurrence; should the creepers from neighbour's fence grow on to the cleared fence arrangements for removal will have to be made by the resident.</p>			
<b>18/95</b>	<b><u>VILLAGE HALL</u></b>			
	<p>It was noted that a list of current plans for the longer term future had been received, as follows:</p> <ul style="list-style-type: none"> <li>• Replace the cold water tanks in the loft space</li> <li>• Redecorate and replace lighting in entrance foyer and corridor.</li> <li>• Redecorate and refurbish football changing rooms</li> <li>• The flat roof is 12 years old and will need to be assessed for condition annually.</li> <li>• The village hall would like to install PV panel on the roof at some time in the</li> </ul>			

	<p>future.</p> <p>The quarterly meeting to be held in February 2018 is to be reschedule. Date to be confirmed.</p>			
<b>18/96</b>	<p><b><u>VILLAGE GREEN</u></b></p> <p>It was noted that the tree work had been carried out.</p>			
<b>18/97</b>	<p><b><u>RECYCLING, CLEANSING &amp; ENVIRONMENTAL ISSUES</u></b></p>			
<b>97.1</b>	<p><b><u>Overflowing Recycle Bins</u></b></p> <p>It was noted that a reply had been received from TMBC regarding the recycling bank collections. Unfortunately, there was a break down on both of the front line recycling lorries early in the new year and this has had a knock on affect. They managed to hire, for one day a week, a similar vehicle form a neighbouring contract and this has assisted greatly.</p> <p>There are some sites that have been emptied, but due to high usage have filled up quickly. They are doing everything possible to keep on top of the situation and return to the normal emptying schedule operated by their contractors.</p> <p>The textile banks are operated by an external contractor and the matter will be raised with them.</p>			
<b>97.2</b>	<p><b><u>The Great British Spring Clean – 2 to 4 March 2018</u></b></p> <p>It was noted that the official Great British Spring Clean weekend is 2-4 March 2018. In Kent the month of March will be dedicated as Keep Kent Clean Month.</p> <p>TMBC will supply all the equipment and will collect the resulting sacks for free via Veolia from a pre agreed location.</p> <p>After discussion it was agreed that the Parish Council participate in the event with a suggested date of Saturday 10 March 2018. Possible route from Town Hill to the village hall (along Norman Road). The Assistant Clerk to see if the committee room at the village hall is available. Miss Barkham kindly offered to provide soup at the end of the event.</p> <p>All members to be asked if they can help on this day. To be advertised on social media and the noticeboard. The event to be registered with TMBC and a risk assessment and map of the area to be completed.</p>	<b>SH</b>		
<b>18/98</b>	<p><b><u>FINANCE</u></b></p>			
<b>98.1</b>	<p><b><u>Budget Statement</u></b></p> <p>The statement of receipts and payments to the date of the meeting was received.</p>			
<b>98.2</b>	<p><b><u>Accounts for Payment</u></b></p> <p>Accounts for payment totalling £580.00 were approved – see attached (appendix 1)</p>			
<b>18/99</b>	<p><b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b></p> <p>Mrs Javens asked for details of the tennis coaching, at the playing fields, to enable them to be in Downsmail. The Assistant Clerk to email.</p> <p>Miss Barkham said that Mr L Collins had asked if details of water tanks, he had sent to the office, had been received. The Assistant Clerk said she was unaware of any and would contact him.</p>	<b>SH</b>	✓	

18/100	<p><b><u>To Agree Date for May and September 2018 Meetings</u></b></p> <p>Due to national Bank Holidays in May and the Assistant Clerk's holiday in September it was agreed that the following dates be set for the Amenities Meetings:</p> <ul style="list-style-type: none"> <li>• Wednesday 23 May 2018</li> <li>• Monday 24 September 2018</li> </ul> <p>All members to be notified of these dates and the committee room at the village hall to be booked.</p>	SH	✓	
	<p><b><u>Date of Next Meeting</u></b> – Monday 12 March 2018 (concentrating on Allotments)</p>			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 8.36 p.m.</p> <p>Signed..... Date.....</p>			

<b><u>Accounts for Payment 12th February 2018</u></b>					<b>cheques to be drawn</b>	
Apogee (cheque 5450)			£	25.00	£	<b>30.00</b>
(Invoice 820462 January photocopies)	VAT		£	5.00		
Gullands Solicitors (cheque 5451)					£	<b>500.00</b>
(Monies on account)						
Action with Communities in Rural Kent (5452)					£	<b>50.00</b>
(annual subscription 1.4.18 -31.3.19)						
					Total	£ <b>580.00</b>