

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 24 SEPTEMBER 2018 AT 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present
Mr P Stevens
Mrs L Javens
Mr N Stapleton
Miss G Barkham
Mrs Y Smyth

Co-opted Member:
Mrs C Medhurst

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

Minute		Action by	Action	Response
18/515	<u>APOLOGIES FOR ABSENCE</u> were received from Mr M Doyle, Rev David Green, Ms M Stacpoole, Ms I Macdonald and Mr J Musker.			
18/516	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
18/517	<u>MINUTES</u> - after an amendment to [18/438.4] being to delete closed and [18/439] amendment to Miss Barkham the Minutes of the meeting held on Monday 13 August 2018 were approved and signed.			
18/518	<u>MATTERS ARISING</u> [18/448] Mrs Javens said she had considered the request for ideas for the section 106 agreement and thought a bird hide in Macey's Meadow could be a possibility. It was agreed to discuss this further when the agreement has been issued. Mr Stevens said that members should still give this consideration. [18/441.5] Mrs Javens said that her neighbour had commented on the width of the Lime tree to the rear of her property. The Assistant Clerk said that Down to Earth have quoted to prepare a condition report. Day Tree Fellers have looked at the trees and felt they looked healthy but without using climbing equipment they were unable to comment on the condition.			
18/519	<u>ALLOTMENTS</u>			
519.1	<u>Report by West Malling Parish Council and RLAS</u> It was noted that Miss Barkham and the allotment society had carried out inspections on the allotments and were presented to the meeting, as follows:	SH	✓	

	<ul style="list-style-type: none"> • 4 – needs attention. To monitor • 6 – not weed controlled, hedges and grass not being maintained. First letter to be sent • 12B – weeds not controlled. To monitor. • 14 – fruit tree not managed. To monitor • 15 – weeds not controlled and brambles overhanging. To monitor. • 20 – weeds not controlled. To monitor • 27B – fruit tree not managed. To monitor • 28A – less than 75% cultivated, weeds not controlled and grass not maintained. To monitor. • 29A – less than 75% cultivated. Part has been covered with Mypex. To monitor. • 29B – less than 75% cultivated, weeds not controlled, fruit trees not managed, hedges and grass not maintained. Tenant has received 3 letters. It was agreed that the tenant be give notice to quit. • 30 – less than 75% cultivated, weeds not controlled and grass not maintained. To monitor. <p>It was noted that some of the Mypex covering plot 2 has become lose. It needs repegging.</p> <p>It was noted that the tap by plot 24A is dripping. Mr Moon will replace the tap when he turns off the water at the end of October.</p> <p>Mrs Medhurst reported that at the last allotment society meeting it had been agreed that the Chairman of the society will carry out a feasibility study on the compost toilet with tenants. The society to prepare the study and the Assistant Clerk to send out to all tenants. Mrs Medhurst said that there had been discussion regarding the possibility of a communal poly tunnel and a storage container. Mr Stevens said that consideration could be given to this request.</p> <p>An allotment holder asked if consideration to be given in providing raised beds on plot 1. This was discussed a year ago but no interest from local groups had been forthcoming. It was suggested that the Lions be asked if they are aware of any local groups. To be put in the next edition of the Downsmail.</p>			
519.2	<p><u>Allotment Specification for Tender</u></p> <p>Discussion took place regarding the specification. Comment was made regarding the width of the hedge. It was agreed to add the wording “striking a balance between height and width”. Subject to these changes it was agreed that the allotment specification be put out to Tender on the 9 October 2018.</p> <p>The Assistant Clerk reported that the hedge, Ryarsh Lane side, will be cut by hand mid to late October, date to be confirmed. Residents will be informed. The hedge, cricket meadow side, will be cut by machine on 15/16 November 2018. Local residents to be notified.</p>			
	Allotment tenants left at 8.10p.m.			
18/520	<u>CHURCHYARD</u>			
520.1	<p><u>West Malling War Memorial</u></p> <p>The Assistant Clerk reported that Antique Bronze have completed the work on the plaque and looks very good. Comment was made regarding the wires to support the wreaths. Heritage Stone to be asked to quote for replacement wires.</p> <p>Mrs Dean had suggested a possible unveiling of the restored war memorial as per the original dedication. After discussion members felt that this would not be necessary.</p>	SH	✓	

520.2	<p><u>Churchyard Specification for Tender</u></p> <p>Mr Stevens read an email from Rev David Green highlighting several points in the specification. He has concerns regarding the existing contractor. Infrequency of cuts and adhering to the full specification. Comment had been made regarding removal of the epicormics growth on the pollarded trees which had only been removed up to head height (15ft in the specification). The height of removal was quite high and that a suitable height would be 10-12ft. It was agreed to discuss this further at the October meeting (Churchyard).</p> <p>After discussion it was agreed to discuss the specification at the October meeting and that the removal of the epicormic growth be reduced to 10ft.</p> <p>Comment was made regarding the inclusion of a penalty fine should the specification not be carried out correctly. The Assistant Clerk will look into this.</p>	SH	✓	
18/521	<u>MACEY'S MEADOW</u>			
521.1	<p><u>Macey's Meadow Specification for Tender</u></p> <p>Discussion took place regarding the specification. It was agreed to add the hedge from the farm gate to the corner to be maintained at 3m. Subject to this changes it was agreed that the Macey's Meadow specification be put out to Tender on the 9 October 2018.</p> <p>Hedge 1 will be cut mid to late October and hedge 2 will be cut on 15/16th November 2018. Local residents to be notified.</p>	SH	✓	
521.2	<p><u>Working Saturday Dates</u></p> <p>The Saturday working dates are:</p> <p>October 6th and 20th November 3rd and 17th December 1st, 15th, 29th.</p>			
18/522	<u>PLAYING FIELD</u>			
522.1	<p><u>Close Bin Costs – Children's Play Area</u></p> <p>The Assistant Clerk had obtained costs for a metal closed top bin in the children's play area being between £267.36 and £300.54. It was agreed that she obtain costs of wooden bins</p>	SH	✓	
522.2	<p><u>Jim's Tennis Club</u></p> <p>It was noted that an update and accounts had been received from the tennis club. They now have 16 children that play in two classes and they hope to increase that in the next season. The accounts are at present showing even. Members were happy for him to continue using the courts at no cost.</p> <p>It was noted that they would like to hold a community tennis event on Saturday 19 May 2019 between 2-5pm. This will involve other local tennis groups that they run. It was agreed that permission be given subject to the usual conditions.</p> <p>The Assistant Clerk said that new nets will be required for the next season. She was asked to obtain costs for budget.</p>	SH	✓	
522.3	<p><u>Playing Field Specification for Tender</u></p> <p>Discussion took place regarding the specification. It was agreed to amend the cutting of the hedges to Autumn. Subject to this changes it was agreed that the Playing Field</p>	SH	✓	

	<p>specification be put out to Tender on the 9 October 2018.</p> <p>The hedges will be cut on the 15/16th November 2018. Local residents will be notified and the contractor to be asked to clear the path on the Woodland Close side.</p>			
18/523	<u>CRICKET MEADOW</u>			
523.1	<p><u>Report on Meeting with representatives from the Parish Council and the Cricket Club</u></p> <p>Mr Stevens and Mr Stapleton had attended and Mr Stevens reported on the meeting. The existing staples are in a bad state of repair and will need to be replaced with something more suitable to stop incursions. The Assistant Clerk to obtain details of barrier fencing to replace them and a replacement gate at the entrance to the cricket meadow in keeping with the proposed fencing. The cricket club are not opposed to a gate at the rear of the pavilion but they own a section of land from the main farm gate in Norman Road to the pavilion and they would like to see any plans before a decision is made. The bench fixings along the line of the staples are very weak and will need replacing. The Assistant Clerk to obtain costs.</p> <p>The Assistant Clerk to keep the cricket club updated.</p>	SH	✓	
523.2	<p><u>Cricket Meadow Specification for Tender</u></p> <p>Discussion took place regarding the specification. It was agreed that the cricket meadow specification be put out to Tender on the 9 October 2018.</p> <p>The hedge will be cut on 15/16th November 2018.</p>	SH	✓	
18/524	<p><u>BALL PARK</u></p> <p>It was noted that planning permission had been agreed by TMBC for the removal of the two cherry trees at the entrance to the ball park. It was agreed that arrangements be made for Day Tree Fellers to remove.</p>	SH		
18/525	<p><u>VILLAGE HALL</u></p> <p>It was noted that the following comments had been received:</p> <ul style="list-style-type: none"> All essential maintenance for 2018 has now been completed including painting of the interior and also safety checks on equipment including fire extinguishers, fire alarm and air-conditioning units. A GDPR policy has now been agreed (in draft format) and will be finalised at the next meeting. 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. A request was made for lines of communication to be opened between WMPC and WMVH members prior to any final decisions being taken. Next meeting scheduled for Thursday, 29 November 2018. <p>The additional security has now been agreed at Full Council and a date is awaited for the installation.</p> <p>Mrs Javens reported that a new village hall sign to be installed in November. Members were not aware of this and asked that details be obtained of the design.</p> <p>Mrs Javens said that consideration should be given to the location of the wooden planters when they are moved from the grassed strip. She felt that they would sit well in front of</p>	SH		

	the new panel of fencing at the side of the village hall adjacent to the main doors. The Assistant Clerk to convey this to Mr Gosney.			
18/526	<u>VILLAGE GREEN</u> Discussion took place regarding the specification. It was agreed to add mow and strim. It should also be added that it is a constrained site and work is near a busy main road. Subject to these amendments it was agreed that the village green specification be put out to Tender on the 9 October 2018.	SH	✓	
18/527	<u>PUBLIC RIGHTS OF WAY</u> <u>Public Rights of Way Consultation</u> It was noted that Mr Stevens had completed the above consultation. Details are available in the office if any members wish to peruse them.			
18/528	<u>RECYCLING/WASTE SERVICES</u>			
528.1	<u>Public Conveniences Review</u> It was noted that a response, as agreed at Full Council, had been submitted to TMBC. Details are available in the office if any members wish to peruse them.			
528.2	<u>Autumn Litter Pick</u> It was noted that the litter pick will take place on Saturday 27 October 2018 starting at the village hall finishing at the Clout where soup will be available. Routes to be confirmed. TMBC will be providing the equipment and have agreed to collect the waste on Monday 29 October 2018. Four employees of Tesco have kindly agreed to help.	SH	✓	
528.3	<u>KCC Household Waste Recycling Centre Consultation</u> This consultation seeks views on the proposal to implement a charging policy for non-household waste materials including soil, rubble, hardcore and plasterboards which are deposited at recycling centres. The consultation is open until Thursday 1 November 2018. The consultation questionnaire and supporting documents can be found at www.kent.gov.uk/wasteconsultation . If Members have any comments please let the Assistant Clerk know by Tuesday 30 October 2018.			
528.4	<u>Recycling 'Bring' Sites in the Borough</u> TMBC's new waste and recycling collection service will commence next year, offering a much improved recycling collection service from home. Materials collected for recycling will include plastic bottles, pots, tubs, trays, glass bottles and jars, cans, tins, aerosols and aluminium foil. Paper and cardboard will be collected separately and additional items collected will include textiles, small electricals and household batteries. Also included is a separate weekly food waste collection and an 'opt-in' chargeable garden waste collection service. With this in mind TMBC will be reducing the level of provision for 'bring' sites although some sites will be retained in the Borough. West Malling High Street will remain.			
18/529	<u>FINANCE</u> <u>Budget Statement</u> Budget statements were circulated to Members.			
18/530	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> Mr Collins said that top soil needed to be put around the Lime tree at the cricket meadow.	SH		

	<p>Assistant Clerk to speak with Four Seasons.</p> <p>Miss Barkham made comment about six parking bays, which belong to The Farmhouse, in the High Street car park. The Assistant Clerk to speak with the Clerk.</p>			
	<p>Date of Next Meeting – Monday 8 October 2018 (concentrating on Churchyard)</p>			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.25 p.m.</p> <p>Signed..... Date.....</p>			