

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON WEDNESDAY 22 MAY 2019 AT 7.30PM  
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present**  
**Mr P Stevens**  
**Mr N Stapleton**  
**Mrs L Javens**  
**Mrs Y Smyth**  
**Co-opted members:**  
**Ms I Macdonald**

**Also in Attendance:**  
**Mrs Sarah Howard (Assistant Clerk)**  
**One Resident**

Minute		Action by	Action	Response
19/281	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Miss G Barkham, Ms C Medhurst, Ms M Stacpoole, Rev D Green and Mr M Doyle			
	Mr Stevens asked that members stand for a minute's silence as a show of respect for the sudden and unexpected loss of Mr Richard Byatt.			
19/282	<b><u>DECLARATIONS OF INTEREST</u></b> – Mrs Javens declared an interest in [19/289.2] as she lives adjacent to the children's play area.			
19/283	<b><u>MINUTES</u></b> – after an amendment to (10/219) being the blossom festival was Sunday 12 May 2019 the Minutes of the Meeting held on Monday 8 April 2019 were approved and signed.			
19/284	<b><u>MATTERS ARISING</u></b>  There were no matters arising.			
19/285	<b><u>ELECTION OF VICE-CHAIRMAN</u></b>  Mr Stevens proposed that Mr Stapleton serve as vice-chairman. There being no other nominations Mr Stapleton was duly elected.			
19/286	<b><u>CHURCHYARD</u></b>  It was noted that the tree survey report had been received. Mr Stevens said that he had met with Rev David Green, at the churchyard, and they had discussed the survey. (Summary appended to the minutes). It was felt that the work could be carried out over a 3/4 year period. Consideration should be given to planting 2 replacement trees in preparation for the removal of T1 and T3, Common Limes at the entrance to the churchyard. Comment was made regarding removal of the stump before replacement trees were planted as there is very little space due to very old burials.	SH	✓	

	<p>After discussion it was agreed that the 3 and 6 months work be carried out. Cost is £1620.32. £1340.00 to be funded out of safeguarded sums. It was agreed to refer to Full Council for approval for remaining £280.32 to be funded out of reserves.</p> <p>Ms Macdonald said that the survey had been discussed at PCC and faculty permission will need to be obtained. She will inform Rev David Green of the decision.</p> <p>The Assistant Clerk to obtain 2 further quotations and planning permission will be required.</p>			
	Ms Macdonald left the meeting at 7.48p.m.			
<b>19/287</b>	<b><u>ALLOTMENTS</u></b>			
<b>287.1</b>	<p><b><u>Report by Parish Council and RLAS</u></b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• 3 – monitor</li> <li>• 4 – first letter</li> <li>• 5A – monitor</li> <li>• 10 – monitor</li> <li>• 12B – first letter</li> <li>• 24B – monitor</li> <li>• 25A – first letter</li> <li>• 28A – first letter</li> <li>• 29A – first letter</li> <li>• 30 – monitor</li> </ul>	<b>SH</b>	✓	
<b>287.2</b>	<p><b><u>Allotment Policy Document 2019-2023</u></b></p> <p>Mr Stevens said that the existing policy was to be updated. Mrs Javens felt that 3a, second paragraph, wording 'over the last few years' could be deleted.</p> <p>The Assistant Clerk said that she had not heard from RLAS regarding any capital expenditure works. She felt that the boundary fencing along the footpath to the cricket meadow needs to be replaced. Also there are no spare padlocks and it is not possible to obtain padlocks for the keys so it may be necessary to replace the padlocks and keys. The Assistant Clerk to obtain costs.</p> <p>Mr Stevens said about the waiting list management and the possibility of opening up vacant allotments, when there is not a parish based waiting list, to residents of parishes bordering West Malling where there is no provision in their parish. The Assistant Clerk to seek advice from KALC and to speak with Leybourne Parish Council regarding the possibility of providing allotments there.</p> <p>In respect of health and safety an additional paragraph was included highlighting the need for adults to supervise children at all times when visiting the site as some plots have small ponds.</p> <p>Subject to legal advice and views of RLAS it was agreed that the amendments be made.</p>	<b>SH</b>	✓	
<b>19/288</b>	<b><u>MACEY'S MEADOW</u></b>			
	<p><b><u>First Aid Training</u></b></p> <p>The Assistant Clerk reported that it is necessary to have a first aider at events held on the meadow. She had obtained costs from St John Ambulance and they carry out a half day essential first aid course in Maidstone for the sum of £25.00 + VAT. Mr Doyle is willing to become the first aider. It was agreed that Mr Doyle attend the course.</p>	<b>SH</b>	✓	

	The next volunteer dates are: 4 and 18 May 1, 15 and 29 June 13 and 27 July 10 and 24 August.			
<b>19/289</b>	<b><u>PLAYING FIELD</u></b>			
<b>289.1</b>	<b><u>Play Equipment Repairs</u></b>  A quotation to repair the step to the zip wire was received for the sum of £225.00+ VAT. It was agreed that the quotation be accepted.	<b>SH</b>		
<b>289.2</b>	<b><u>Tree Survey Report</u></b>  It was noted that the trees in the children's play area had been inspected. Two trees require work but are not considered to be urgent. (see attached summary report)  The large Lime tree, which is of concern to neighbours, has no significant defects that should warrant its removal at this time. It was agreed that no work be carried out. A letter to be sent to the residents concerned stating that we have now had the tree inspected by an arboricultural consultant and it is deemed to be healthy and safe. Therefore, the Parish Council will be taking no action at this time.	<b>SH</b>	✓	
<b>289.3</b>	<b><u>Replacement Boundary Fencing</u></b>  It was noted that two quotations had been received to replace the boundary fencing adjacent to the children's play area, as follows:  Parkers Fencing                      £3630.00 + VAT Meopham Fencing                      £4478.50 + VAT  It was agreed that the quotation from Parkers Fencing be accepted as within budget.	<b>SH</b>	✓	
<b>289.4</b>	<b><u>Use of Football Pitch</u></b>  The Assistant Clerk reported that Invicta Rangers, current team using the pitch, have applied to use the pitch for 2019/2020. The Assistant Clerk said that two other clubs have enquired about usage. Invicta Rangers have been a good team both on the pitch and with use of the showers. Their application was agreed.	<b>SH</b>	✓	
<b>19/290</b>	<b><u>CRICKET MEADOW</u></b>			
	<b><u>Additional Security Measures</u></b>  It was noted that three quotations have been received for additional security at the cricket meadow, as follows:  <u>Replacement barrier/gate</u>  Parkers Fencing                      £1300.00 + VAT I Wallond                              £2065.00 + VAT  <u>Refurbishment of staples</u>  Parkers Fencing                      £2950.00 + VAT I Wallond                              £4930.00 + VAT  Meopham Fencing priced for both in one quotation as one sum of £3263.45 + VAT.  After discussion it was agreed to send the quotes to Chris Gosney and John Paton and state that it is the Parish Council's proposal to accept the quotation from Meopham	<b>SH</b>	✓	

	<p>Fencing and if they have any objections or comments.</p> <p>The Assistant Clerk had brought to the meeting a Broxap catalogue for the possible replacement of the wood benches by the Lime tree. Mrs Smyth suggested that additional staples could be installed behind the existing benches. The Assistant Clerk to obtain costs.</p>													
<b>19/291</b>	<p><b><u>BALL PARK</u></b></p> <p>Mr Stevens asked if quotations for resurfacing had been obtained and if the bin had been replaced. The Assistant clerk said that she was still trying to find a contractor that will tarmac a small area. TMBC to be chased to replace the bin.</p>	<b>SH</b>												
<b>19/292</b>	<p><b><u>VLLAGE HALL</u></b></p>													
<b>292.1</b>	<p><b><u>Report by WMPC Village Hall Representative</u></b></p> <p>Mrs Javens said that the WMVHCM had expressed their thanks for the Parish Council's £2000.00 contribution and to the Clerk for setting up the website.</p> <p>Mr Gosney's Chairman report covered the achievements during his 20+ years on the committee. Following his resignation Julian Jacobs has agreed to be chairman with Chris Gosney supporting him as a committee member.</p> <p>Mrs Javens acknowledged Chris Gosney's hard work over the years. Members, on behalf of the Parish Council, thank Chris for all his hard work and help over the years. A card to be send.</p> <p>Mr Gosney said that planning permission is required for the installation of the solar panels.</p>													
<b>292.2</b>	<p><b><u>Additional Security Measures</u></b></p> <p>It was noted that three quotations have been received for height barrier and additional fence panel at the village hall, as follows:</p> <p><u>Height Barrier (at entrance to the car park)</u></p> <table> <tr> <td>I Wallond</td> <td>£2800.00 +VAT</td> </tr> <tr> <td>Meopham Fencing</td> <td>£2450.00 + VAT</td> </tr> </table> <p><u>Height Barrier (set back from the entrance to the car park) with fencing</u></p> <table> <tr> <td>Parkers Fencing</td> <td>£1550.00 + VAT</td> </tr> <tr> <td>I Wallond</td> <td>£2980.00 + VAT</td> </tr> <tr> <td>Meopham Fencing</td> <td>£2788.50 + VAT.</td> </tr> </table> <p>After discussion it was agreed that the Assistant Clerk check Parkers Fencing quotation that it is for the height barrier and fencing. If correct it was agreed that this be referred to Full Council for acceptance.</p> <p>It was noted that a quotation had been received from Gallagher for a ragstone boulder to sit in the gap on the grass strip at the entrance to the car park for the sum of £300.00 + VAT. Gallagher are not sure if they currently have a piece as requested in stock but will let us know as soon as possible. It was agreed that this be referred to Full Council for acceptance subject to there being one available.</p> <p>The quotations for height barrier and ragstone boulder to be sent to WMVHMC for comments.</p>	I Wallond	£2800.00 +VAT	Meopham Fencing	£2450.00 + VAT	Parkers Fencing	£1550.00 + VAT	I Wallond	£2980.00 + VAT	Meopham Fencing	£2788.50 + VAT.			
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<b>19/293</b>	<p><b><u>THE TWITCH</u></b></p>													

	It was noted that the end of year statement of accounts had been received. Mr Stevens requested a copy.			
<b>19/294</b>	<b><u>FINANCE</u></b>			
	<b><u>Financial Statements</u></b>			
	Financial statements were circulated to Members.			
<b>19/295</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b>	<b>SH</b>	✓	
	Mr Stevens said he had concerns regarding the grounds maintenance team at the Churchyard. They are not cutting the grass regularly and the team are parking haphazardly at the entrance to the Church making it difficult for footpath users. He asked that a meeting be set up with Darrin Bourne (Gavin Jones), himself and Rev Green if he wishes to attend. He is unable to give a date at present but it may be possible to arrange for 8/9am on a weekday.			
	<b><u>Date of Next Meeting</u></b> – Monday 10 June 2019 (concentrating on Churchyard)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.20 p.m.			
	Signed..... Date.....			

<u>TIMESCALE</u>	<u>LOCATION</u>	<u>TREE</u>	<u>WORKS REQUIRED (see report for full comments)</u>	
<b><u>3 Months</u></b>				
Common Lime	Churchyard	T8	Remove - major dead wood	£228.75
Wild Cherry	Churchyard	T21	Fell to ground level	£152.50
Wild Cherry	Churchyard	T22	Fell to ground level	£266.88
Wild Cherry	Churchyard	T24	Fell to ground level	£305.00
<b>Consider replanting replacement trees</b>				
<b><u>6 Months</u></b>				
Common Lime	Churchyard	T7	Further inspection, reduce lateral limbs remove dead wood	£457.50
Common Lime	Churchyard	T11	Remove epicormic growth	£95.31
Common Lime	Churchyard	T28	Sever remove ivy	£19.06
Common Lime	Churchyard	T31	Sever remove ivy	£57.19
Common Lime	Churchyard	T32	Sever remove ivy and sucker growth	£38.13
<b><u>12 Months</u></b>				
Common Hawthorn	Churchyard	T10	Reduce crown	£152.50
Common Lime	Churchyard	T26	Remove sucker growth and dead wood	£228.75
Lawson Cypress	Churchyard	T34	Remove suspended/broken branches	£95.31
Cherry Laurel	Churchyard	T47	Reduce lateral limbs	£305.00
<b><u>2 Years</u></b>				
Common Lime	Churchyard	T1	Fell to ground level	£305.00
Common Lime	Churchyard	T3	Fell to ground level	£343.13
Common Yew	Churchyard	T19	Cut back growth	£76.25
Cherry Laurel	Churchyard	T20	Fell to ground level	£76.25
Robinia	Play Area	T51	Fell to ground level	£305.00
Field Maple	Play Area	T52g	Remove dead wood and faulted stem	£95.31