

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 09 NOVEMBER 2020 AT 7.30PM

MEETING CONDUCTED BY ZOOM VIDEO CONFERENCE CALL

**Present**  
**Mr P Stevens**  
**Ms S Margetts**  
**Mrs L Javens**  
**Miss G Barkham**

**Jim Barton (Jimmy's Tennis)**

Minute		Action by	Action taken	Response
20/489	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mrs Y Smyth, Mr M Doyle, Rev D Green and Ms Macdonald.			
20/490	<b><u>DECLARATIONS OF INTEREST</u></b> – Mrs Javens declared an interest in [20/496] as a local resident to the children's play area. Mr Stevens declared an interest in [20/496] as a relative lives near the fencing.			
20/491	<b><u>MINUTES</u></b> – the Minutes of the Meeting held on Monday 12 October 2020 were approved and signed.			
20/492	<b><u>MATTERS ARISING</u></b>  There were no matters arising			
20/493	<b><u>JIMMY'S TENNIS</u></b>  Mr Barton was welcomed to the meeting. He reported that the club was doing well and that there has been a public increase in usage. It was noted that he had obtained a quotation for resurfacing although he felt that it was not necessary at this time. He said that the only work needed on the courts was remarking, moss removed and new nets. He will provide the details of companies for nets and line marking. The Assistant Clerk to obtain quotes for moss removal.  Mr Barton left the meeting at 7.36p.m.	SH	✓	
20/494	<b><u>ALLOTMENTS</u></b>  The Assistant Clerk reported that a reply had been received from 19A. They are upset that it is necessary to quit the plot as they follow permaculture way of gardening. They make comment regarding others use of chemical weed kill.  The Assistant Clerk said that she was waiting to here whether there will be any available plots at the Church.  Miss Barkham asked if the Assistant Clerk had been and looked at the paths. She had and a letter will go out with renewals.	SH	✓	

	<p>Ms Margetts said that Mr Moon will be turning off the water.</p> <p>It was agreed that tenants be encouraged to use environmentally friendly weed killers. A note to go out with renewals and the Allotment Society to be informed.</p> <p>The tenant of plot 1A has uncovered the plot. Four Seasons to be asked to collect and store.</p> <p>The hedge is due to be cut on Monday 16 November 2020.</p>			
<b>20/495</b>	<p><b><u>MACEY'S MEADOW</u></b></p> <p>The Norman Road hedge is due to be cut on Saturday 21 November 2020.</p>			
<b>20/496</b>	<p><b><u>PLAYING FIELD</u></b></p>			
	<p><b><u>Replacement Fencing</u></b></p> <p>As there has been no further contact by the resident it was agreed that no action be taken at this time.</p> <p>The Assistant Clerk to obtain quotes for a hedge from the end of the wooden fence/tree to the garage of number 12 Woodland Close and the removal of the tree stump.</p> <p>The Assistant Clerk reported that moving the bin, by the garages, would be very expensive as it has been concreted in. It was agreed to remove the lid.</p>	<b>SH</b>	✓	
<b>20/497</b>	<p><b><u>CRICKET MEADOW</u></b></p> <p>There was not anything to report.</p>			
<b>20/498</b>	<p><b><u>BALL PARK</u></b></p> <p>There was not anything to report.</p>			
<b>20/499</b>	<p><b><u>VILLAGE HALL</u></b></p>			
	<p><b><u>Hall Closure due to Lockdown</u></b></p> <p>In line with Government announcements, it was noted that the village hall will be closed until further notice.</p> <p>Mrs Javens reported that the new sign is now up.</p> <p>The Assistant Clerk said that there is a lot of Old Man's Beard growing in the hedge by the car park. Members are asked if they could remove bits if they were passing.</p>			
<b>20/500</b>	<p><b><u>WASTE/RECYCLING SERVICES</u></b></p>			
<b>500.1</b>	<p><b><u>Transfer of Public Toilet Facilities</u></b></p> <p>Costs for annual maintenance had been obtained from TMBC. Mr Stevens said it would be necessary to budget £16,750.00 if the Parish Council take over the conveniences.</p> <p>Considerable discussion took place and it was agreed that it would be more cost effective for a joint cleaning contract. The Assistant Clerk to contact other parishes who are considering taking on the facilities.</p> <p>An alternative suggestion would be a scheme promoting use of retail premises and their facilities. Participating businesses would allow the public to use their facilities free of charge. It was agreed that the Chamber of Commerce should be involved in any decision the Parish Council makes in regard to the future of the existing toilets. They to</p>	<b>SH</b>	✓	

	be asked for their comments. To be referred to Full Council for further discussion.			
<b>500.2</b>	<b><u>Dog Waste Bin</u></b>  It was noted that TMBC are not in a position to be able to install any bins and add further bins to the emptying schedule.			
<b>20/501</b>	<b><u>COMMUNITY PATHS/PUBLIC RIGHTS OF WAY</u></b>			
	<b><u>A Network of Walking Routes Connecting Great Britain</u></b>  Mr Stevens said about a project called Slow Ways which is to create a network of walking routes that connect all of Great Britain's towns, cities and villages. Details of routes to be obtained.	<b>SH</b>	✓	
<b>20/502</b>	<b><u>MEMORIAL TREE</u></b>  It was noted that the Rotary Club of Malling wishes to commemorate their 60 <sup>th</sup> anniversary, and the work of the NHS and other services during this pandemic, by planting a tree. They suggest a Rowan. It was felt that there were no suitable sites owned by the Parish Council and it was suggested that the Churchyard may be suitable. The suggestion be put forward to the Rotary Club as they may prefer somewhere more civic. The Assistant Clerk to speak with Rev Green.	<b>SH</b>	✓	
<b>20/503</b>	<b><u>FINANCE</u></b>			
<b>503.1</b>	<b><u>Budget Statements</u></b>  Monthly budget statements were noted.			
<b>503.2</b>	<b><u>Tender Summary 2021/2022</u></b>  It was noted that five Tenders had been received, Nurture, Four Seasons, Landscape Services, C & A Landscapes and OGS Gardening. Appendix 1.  After discussion it was agreed that Nurture be awarded the tenders all grass cutting and marking out and tennis court weed kill at the Norman Road Playing Fields the cutting of the Village Green. Four Seasons be awarded the tenders for hedge cutting at Macey's Meadow and Norman Road Playing Fields. Landscape Services be awarded the tender for the strimming at the Cricket Meadow. C & A Landscapes be awarded the tenders for the hedge cutting and footpath weed kill at the allotments, hedge cutting at the Cricket Meadow and work at the Churchyard.  It is not necessary to budget for the clearing and covering of allotment plots as there is currently a very long waiting list and all plots are being worked.  It was noted that Four Seasons quoted for three year contract and it was agreed that we continue with an annual contract.  It was agreed to refer to F&GP for approval.  <i>Subsequent to this meeting F&amp;GP agreed to change the contractor for the hedge cutting at the Cricket Meadow to Four Seasons. This is too insure that the joint hedge between Macey's Meadow and the Cricket Meadow are cut at the same time. Members to be informed.</i>	<b>SH</b>	✓	
<b>503.3</b>	<b><u>Consideration of Budget for 2021/2022</u></b>  Discussion took place regarding the draft budget for 2021/22. Appendix two.	<b>SH</b>	✓	

	<p>The following additions were made:</p> <ul style="list-style-type: none"> <li>• Tender figures for grounds maintenance</li> <li>• Tree stump removal (ball park)</li> <li>• Tennis Court re-marking</li> <li>• Tree work (children's play area)</li> <li>• Water tank (allotments)</li> <li>• Tree survey (Churchyard)</li> <li>• Skip, safety clothing, chainsaw service, tree survey and tree work (Macey's Meadow)</li> <li>• Increase in pitch fees to £35.00 per game.</li> </ul>			
<p><b>20/504</b></p>	<p><b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b></p> <p>Mr Stevens said there was a lack of street cleaning in the Parish. There is a lot of litter and leaves on pavements. St Leonard's Street, Water Lane, Lavenders Road and the approach road to the station. These should be reported to Waste Services.</p>	<p><b>SH</b></p>		
	<p><b><u>Date of Next Meeting</u></b> – Monday 14 December 2020 (concentrating on Churchyard)</p>			
	<p>There being no further business the Chairman thanked Members for attending and closed the meeting at 9.02p.m.</p> <p>Signed.....</p> <p style="text-align: right;">Date.....</p>			

## Appendix 1

**TENDERS 2021**  
These are all annualised costs before VAT

Area	Nurture	Four Seasons	Landscape Services	C & A Landscapes	OGS Gardening
<b>Norman Road Playing Fields</b>					
Grass cutting & pitches	£ 1,930.60		£ 2,251.88	£ 5,600.00	
Hedge cutting	£ 850.00	£ 624.87	£ 362.72	£ 630.00	
Ivy Clearance			£ 120.91	£ 240.00	
Tennis Courts Weeding	<u>£ 196.20</u>		<u>£ 181.36</u>	<u>£ 240.00</u>	
	£ 2,976.80	£ 624.87	£ 2,916.87	£ 6,710.00	
<b>Churchyard</b>	£ 8,529.20		£11,274.51	£ 4,880.00	£ 6,015.00
<b>Macey's Meadow Hedge</b>					
Hedge One	£ 3,430.00	£ 1,522.60		£ 1,620.00	£ 2,300.00
Hedge Two	£ 857.50	£ 494.20		£ 400.00	£ 2,000.00
Hedge Three	<u>£ 857.50</u>	<u>£ 292.40</u>		<u>£ 200.00</u>	<u>£ 2,000.00</u>
	£ 5,145.00	£ 2,309.20		£ 2,220.00	£ 6,300.00
<b>Allotments</b>					
Hedge	£ 826.00	£ 674.89	£ 274.04	£ 450.00	£ 1,750.00
Footpath	£ 160.00	£ 141.36	£ 120.91	£ 120.00	£ 240.00
Clear per plot and cover					
Large Plot		£ 768.00			
Full Plot	<u>£ 100.00</u>	<u>£ 536.96</u>	<u>£ 483.62</u>	<u>£ 240.00</u>	<u>£ 300.00</u>
	£ 1,086.00	£ 2,121.21	£ 878.57	£ 810.00	£ 2,290.00
<b>Cricket Meadow</b>					
Hedge	£ 982.00	£ 432.68	£ 151.13	£ 350.00	£ 1,500.00
Strimming	<u>£ 600.00</u>	<u>£ 1,500.00</u>	<u>£ 528.98</u>	<u>£ 800.00</u>	<u>£ 1,500.00</u>
	£ 1,582.00	£ 1,932.68	£ 680.11	£ 1,150.00	£ 3,000.00
<b>Village Green</b>	£ 100.00		£ 151.13	£ 200.00	£ 400.00

## Appendix 2

## Amenities Committee

Income	Budget 2021- 22	YTD	Budget 2020- 21	End of Year
Cricket Meadow Rent	350.00		350.00	262.50
Playing Field Football pitches	550.00		500.00	350.00
Non Recreational Income				
	<b>900.00</b>	<b>0.00</b>	<b>850.00</b>	<b>612.50</b>

Expenditure	Budget 2021- 22	YTD	Budget 2020- 21	End of Year
<b>Ball Park</b>				
Repairs	1200.00		1200.00	
Tree Stump Removal	80.00			
<b>Tree Wardens</b>				
Payments	100.00		100.00	
<b>Village Green</b>				
Maintenance	100.00		140.00	60.00
Planting	100.00		100.00	
<b>Cricket Meadow</b>				
Loan				
CM Hedge	350.00		432.68	
Additional security measure			2500.00	
Path , edges, staples strimming	528.98		360.00	180.00
<b>Playing field</b>				
Grass cutting and other maintenance	2126.80		2214.15	814.70
Hedge cutting & ivy clearance	928.47		928.47	
Playground inspections	625.00		625.00	325.00
Playground repairs	2150.00		2150.00	120.00
New Signage	200.00		200.00	38.45
Additional work	500.00		500.00	52.16
Replacement Chainlink Fencing			4770.00	
Waste bin			350.00	
Tennis Fencing Repairs				120.00
Tennis Courts - remarking & nets	250.00			
Tree Work	450.00			
<b>Parish Walk</b>				
Payments				
<b>St Leonards Tower</b>				
Payments				
<b>Village Hall</b>				
Annual contribution	2000.00		2000.00	2000.00
<b>Land West of Age Concern</b>				

Loan	1047.20		1047.20	523.60
General maintenance	100.00		100.00	
<b>Twitch Inn</b>				
Business rates	203.70		203.70	143.36
Service charge	800.00		800.00	
PAT Testing	60.00		60.00	
<b>Total</b>	<b>13900.15</b>	<b>0.00</b>	<b>20781.20</b>	<b>4377.27</b>
<b>Surplus/-deficit</b>	<b>-13000.15</b>	<b>0.00</b>	<b>-19931.20</b>	<b>-3764.77</b>

## Allotments

Income	Budget 2021-22	YTD	Budget 2020-21	End of Year
<b>Allotments</b>				
Rents	870.00		737.50	65.00
Contribution to water supply				
Keys				6.00
<b>Total</b>	<b>870.00</b>	<b>0.00</b>	<b>737.50</b>	<b>71.00</b>
Expenditure	Budget 2021-22	YTD	Budget 2020-21	End of Year
Water Rates	750.00		750.00	
Maintenance Contractor	570.00		816.25	35.34
Clearance of plots			1304.96	242.00
Maintenance general	250.00		250.00	21.71
Water Tanks	350.00			
Allotment Fencing	460.00		2715.60	
Keys and Padlocks			200.00	
Deposit Refunds				
	<b>2380.00</b>	<b>0.00</b>	<b>6036.81</b>	<b>299.05</b>
<b>Surplus/-deficit</b>	<b>-1510.00</b>	<b>0.00</b>	<b>-5299.31</b>	<b>-228.05</b>

## Churchyard

Income	Budget 2021-22	YTD	Budget 2020-21	End of Year
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	0.00	0.00
Expenditure	Budget 2021-22	YTD	Budget 2020-21	End of Year
Grounds Maintenance	4880.00		2288.10	1028.75
Tree Survey (All trees)	245.00		782.00	175.00
Lime Tree survey	360.00			
War Memorial	350.00		350.00	
War Memorial Plaque	1000.00		1000.00	
	<b>6835.00</b>	<b>0.00</b>	<b>4420.10</b>	<b>1203.75</b>
<b>Surplus/-deficit</b>	<b>-6835.00</b>	<b>0.00</b>	<b>-4420.10</b>	<b>-1203.75</b>

## Macey's Meadow

Income	Budget 2021-22	YTD	Budget 2020-21	End of Year
Cobnuts				
Cake Donations				
Hay Bales				
Donations	200.00		200.00	
Bags				
Contribution towards gear box				
Refund for Insurance Claim				469.03
<b>Total</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>469.03</b>
Expenditure	Budget 2021-22	YTD	Budget 2020-21	End of Year
Loan repayments	5200.00		5200.00	2616.92
General Maintenance (incl tools)	700.00		700.00	200.00
Insurance	70.15		420.00	70.15
Tractor repairs	550.00		550.00	
Diesel/petrol	500.00		500.00	130.01



**Hedge Cutting:**

Hedge One	1522.60		1522.60	761.30
Hedge Two	494.20		494.20	
Hedge Three	292.40		292.40	
Marketing			500.00	
Skip	200.00			
First Aid Courses	75.00		75.00	
Safety Clothing	205.00		100.00	
Chainsaw Service	100.00			
Tree Work	900.00			
Tree Survey	1055.00			
<b>Total</b>	<b>11864.35</b>	<b>0.00</b>	<b>10354.20</b>	<b>3778.38</b>
	<b>-11664.35</b>	<b>0.00</b>	<b>-10154.20</b>	<b>-3309.35</b>

**Surplus/-deficit**