

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 14 AUGUST 2023 AT 7.30PM
WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr P Stevens
Ms S Margetts
Ms M Stacpoole

Co-opted Member:
Mr P Yeoman - Chairman of RLAS

| Minute | | Action by | Action taken | Response |
|--------|---|-----------|--------------|----------|
| 23/456 | <u>APOLOGIES FOR ABSENCE</u> : Mrs L Miles, Miss G Barkham, Mrs Y Smyth, Ms I Macdonald and Mrs L Javens. | | | |
| 23/457 | <u>DECLARATIONS OF INTEREST –</u> Mr P Stevens declared an interest in [23/462.1] as has family living adjacent to the children’s play area. | | | |
| 23/458 | <u>MINUTES</u> – the minutes of the meeting held on Monday 10 July 2023 were approved and signed. | | | |
| 23/459 | <u>MATTERS ARISING</u> <u>23/422 – St Leonard’s Tower</u> Mr Stevens asked if a response had been receive from English Heritage. No response to date. | | | |
| 23/460 | <u>ALLOTMENTS</u> | | | |
| 460.1 | <u>Allotment Inspection Report</u> It was noted that inspections had been carried out by the Parish Council and RLAS. 2 – monitor. Tenant may be moving house 3A – Monitor 5A – letter 5B – imminent house move 9A - monitor 10 – tenant giving up in November 12B - monitor 14A – Assistant Clerk to check 17 – monitor 18A – monitor 18B – monitor 19B - monitor 21A – second letter 23B – monitor 24B - monitor 25B – monitor 27B – tenant giving up in November 29B - monitor 30A – some strimming and planting carried out. Send letter | SH | √ | |

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| | <p>It was noted that a complaint had been received regarding the recent installation of a security camera on the shed of a plot at the allotments. The tenant felt it necessary due to the padlock being smashed off the shed. This had not been reported to the Parish Council. After discussion it was agreed that the tenant be asked to remove the camera due to the invasion of privacy for adjoining tenants. It was suggested it be placed inside the shed should an attempted break in take place. Any break ins should be reported to the Parish Council and Police.</p> <p>The tenancy agreement to be amended to include no security cameras on the site. To take effect November 2024.</p> <p>It was noted that the footpath between the two allotment sites has still not been weed killed by the contractor. Discussion took place regarding the possible purchase of a rechargeable strimmer to be used by the litter picker. Cost for strimmer and safety equipment to be obtained.</p> | SH | √ | |
| 460.2 | <p><u>Clearance of Plot 1B</u></p> <p>It was noted that a quotation had been received to trim, weed kill, re-cover where necessary and define the edges of the plot for the sum of £200.00. It was agreed to accept the quotation.</p> | | | |
| 460.3 | <p><u>Allotment Management Plan – 2023-2027</u></p> <p>A draft copy of the allotment management plan was circulated. Subject to an amendment to the use of pesticides it was agreed to refer to Full Council for approval. An amended copy to be given to the allotment society.</p> | SH | √ | |
| 460.4 | <p>Mr Yeoman made comment regarding the excessive weed growth in the gutters and pavements. This should be reported to KCC.</p> <p>Mr Yeoman left the meeting at 8.15pm</p> | SH | √ | |
| 23/461 | <p><u>MACEY'S MEADOW</u></p> <p><u>Tree work to reduce ivy covered Hawthorn in Norman Road</u></p> <p>It was noted that a quotation has been received to reduce the height of ivy covered Hawthorn tree in Norman Road for the sum of £200.00. It was agreed to accept subject to the approval of the MMAC.</p> | | | |
| 23/462 | <p><u>PLAYING FIELD</u></p> | | | |
| 462.1 | <p><u>Lime Tree – Children's Play Area</u></p> <p>It was noted that further concerns have been raised by the resident of Woodland Close regarding the Lime tree. Seeds and leaves from the tree fall onto their patio and the loss of light from their garden. Discussion took place and the decision of the committee is that no action be taken.</p> | SH | √ | |
| 462.2 | <p><u>Tennis Courts</u></p> <p>It was noted that details and costs of a smart access entry system has been received. Delivery and installation costs £2500.00. On going annual costs will be £156.00 for unlimited Netcode generation and £380.00 service and maintenance charge (after the first year). To be submitted to TMBC to confirm initial cost will be within the S106 remit.</p> <p>Details and costs to be obtain from Sovereign Sports for an exit only push bar lock for the second gate.</p> | SH | √ | |
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| 23/463 | <u>CRICKET MEADOW</u> | | | |
| | There was not anything to report. | | | |
| 23/464 | <u>BALL PARK</u> | | | |
| | <u>Basketball Backboard</u> | SH | √ | |
| | The Assistant Clerk had contacted several play equipment companies regarding a replacement backboard. Unfortunately, they are unable to provide as the fixings are different. It was agreed that the quotation from Safeplay for the sum of £555.00 + VAT be accepted. To be referred to Full Council as no funds are budgeted for this work. | | | |
| 23/465 | <u>VILLAGE GREEN</u> | | | |
| 465.1 | <u>Village Sign</u> | SH | √ | |
| | It was noted that a quotation had been received for re-oiling the village sign for the sum of £150.00. It was agreed that this be accepted. | | | |
| 465.2 | <u>Village Green Clean Up</u> | | | |
| | It was noted that a shrubbery clearance had taken place on the village green. | | | |
| 23/466 | <u>VILLAGE HALL</u> | | | |
| 466.1 | <u>Report by Village Hall Representative</u> | | | |
| | In the absence of Mrs Javens there was not anything to report. | | | |
| 466.2 | <u>Clearance of Water Meter Area</u> | SH | √ | |
| | It was noted that a further quotation had been received for clearance work and to build a fence barrier around the meter cover for the sum of £140.00. It was agreed to accept. | | | |
| 23/467 | <u>WASTE/RECYCLING SERVICES</u> | | | |
| | <u>Litter Pick</u> | | | |
| | It was agreed to agree a date at the September meeting. | | | |
| 23/468 | <u>FINANCE</u> | | | |
| 468.1 | <u>Budget Statements</u> | | | |
| | The monthly budget statements were noted. | | | |
| 468.2 | <u>Accounts for Payment</u> | | | |
| | Accounts for payment – totalling £5883.76 were approved. See attached. | | | |
| 23/469 | <u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> | SH | √ | |
| | Comment was made regarding the increase in weeds in the gutters and on pavements. To be reported to KCC. | | | |
| | Mr Stevens asked if the Parish Council had been notified of the PROW closure in Police Station Road. The Parish Council had not. Details to be obtained. | SH | √ | |
| | <u>Date of Next Meeting</u> – Monday 11 September 2023 (concentrating on Churchyard) | | | |

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| | There being no further business the Chairman thanked members for attending and closed the meeting at 8.40p.m. | | | |
| | Signed..... | Date..... | | |

Accounts for Payment 14th August 2023

| | | cheques to be drawn |
|---|------------|---------------------------|
| Olden Property Consulting (cheque 2603) (invoice 000894 - inspection of Rotary House site and report to determine market value) | 1350.00 | £1,620.00 |
| | VAT 270.00 | |
| Specialist Hygiene Services Ltd (cheque 2604) (invoice 44902 - King Street toilet cleaning costs for July). | 554.07 | £664.88 |
| | VAT 110.81 | |
| C&A Landscapes Ltd (cheque 2605) (invoice CA3678 - grounds maintenance in Churchyard for 13th & 28th July. Mow & strim x2). | 1020.00 | £1,224.00 |
| | VAT 204.00 | |
| Malling Memorial Institute (single cheque 2606) (invoice 18/23 - room hire for 21st July) | | £ 20.00 |
| (invoice 20/23 (room hire for 23rd August) | | £ 20.00 |
| Streetlights (cheque 2607) (invoice 13829 payment of 2 (of 4) 2023/24 streetlighting maint. contract) (maintenance £1218.73 + painting of columns £352) | 1570.73 | £1,884.88 |
| | VAT 314.15 | |
| Hen & Duckhurst Professional Services (cheque 2608) (invoice HD334- inspection of Rotary House site and report to determine market value) | | £450.00 |
| | TOTAL | 5,883.76 |