

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 09 OCTOBER 2023 AT 7.30PM
WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr P Stevens
Ms S Margetts
Mrs L Miles
Ms M Stacpoole
Mrs Y Smyth

Co-opted Member:
Mr P Yeomans

Minute		Action by	Action taken	Response
23/568	<u>APOLOGIES FOR ABSENCE</u> : Miss G Barkham, Mrs L Javens and Mr M Doyle			
23/569	<u>DECLARATIONS OF INTEREST</u> – none other than routinely declared			
23/570	<u>MINUTES</u> – the minutes of the meeting held on Monday 11 September 2023 were approved and signed.			
23/571	<u>MATTERS ARISING</u> There were no matters arising.			
23/572	<u>ALLOTMENTS</u>			
572.1	<p><u>Allotment Inspection Report</u></p> <p>The allotment inspection was carried out by RLAS.</p> <p>6 – first letter 9B – weedy. The path between 9A/B and 10 to be reinstated. Quotes to be obtained. 10 – now vacant. Very overgrown and will need clearance. Tenants to be asked to help themselves to any items from the plot if any use to them. Quotes to be obtained for clearance 19B – first reminder 29B – first letter 30A – first letter 30B – first letter</p> <p>Mr Yeomans said that another tenant and himself have kindly offered to arrange two morning drop-in sessions to give advice and guidance on preparing the allotment for winter, ready for spring. These will be held on Saturday 4th and Sunday 12th November 2023 at 11.30am. Letter to be sent out to tenants inviting them to attend.</p> <p>The Assistant Clerk reported that the tenant of 5A has offered to remove her section of rabbit proof fencing to ground level. Members had no objections but asked if it would be possible to remove 5B as well. If this is not possible Mr Yeomans offered to assist.</p> <p>It was noted that the hedge on the boundary of Ryarsh Lane will be cut on Monday 20 November 2023.</p>	SH	√	

572.2	<p><u>Tenancy Agreement</u></p> <p>The tenancy agreement was circulated and after an amendment to 4(f) “sheds must be erected only at the Cricket Meadow end of the plot except in the case of plot 1A.” and the addition of 4(j) “the tenant shall not install CCTV/security cameras on the plot” the Tenancy Agreement was agreed. To be sent out with renewals in November 2023 to take effect in November 2024.</p>	SH	√
572.3	<p><u>Risk Assessment</u></p> <p>Members had been circulated with the risk assessment. There being no amendments it was agreed to refer to Full Council for adoption.</p>	SH	√
572.4	<p><u>Request for a shed plot 1A</u></p> <p>It was noted that a request had been received to erect a shed at plot 1a adjacent to the hedge in Ryarsh Lane. After discussion it was agreed that permission be granted due to it not being possible to site two sheds at the top of the plot 1B. Usual conditions apply.</p> <p>The Tenancy Agreement to be amended.</p>		
	Mr Yeomans left the meeting at 8.00p.m.		
23/573	<p><u>MACEY’S MEADOW</u></p> <p>Ms Margetts reported that the Applefest had raised £826.80. Thank you letters to be sent out.</p> <p>Risk Assessment to be changed for future events to read ‘no meat’ products to be sold on the cake/savoury stall.</p> <p>Mr Stevens commented on the condition of the kissing gates onto Norman Road. The posts are rotten. To be reported to the next meadow meeting.</p> <p>Mr Stevens reported that the PROW sign at the end of the ashy path is overgrown and he has been cutting back where possible. Four Season to cut back when they cut the hedge.</p> <p>The internal hedge to be cut on Monday 6 November and the Norman Road hedge to be cut Monday 13 November 2023.</p>		
23/574	<u>PLAYING FIELD</u>		
574.1	<p><u>Tennis Courts</u></p> <p>There has been a delay due to fencing issues.</p> <p>Jimmy’s Tennis would like to hold an open day, a Sunday in November. To avoid Remembrance Sunday. The official opening of the courts will take place when the lines have been marked in the spring.</p> <p>It was noted that Jimmy’s Tennis had prepared a draft licence for usage of the tennis courts. To be discussed further.</p> <p>Concern was expressed regarding the use of courts by other tennis clubs and how it can be controlled. The new smart access will record the name of the persons booking the courts and a regular pattern will highlight this. Comment was made regarding public liability insurance. It was felt a sign should be put at the courts saying clubs will need their own insurance. The Assistant Clerk to speak with Offham tennis club to see how they manage their courts.</p>	SH	√
574.2	<u>Risk Assessment for Playing Field & Children’s Play Area</u>	SH	√

	Members had been circulated with the risk assessments. The gates and fences to be inspected by the Clerk and Litter Picker and play inspections to be carried out fortnightly. Subject to these amendments it was agreed to refer to Full Council for adoption.			
574.3	<u>Sports Facilities Strategy, Town and Parish Councils Survey</u> Members had been provided with the link and it was agreed that the Assistant Clerk complete the survey.	SH	√	
23/575	<u>CRICKET MEADOW</u> There was not anything to report.			
23/576	<u>BALL PARK</u>			
	<u>Risk Assessment</u> Members had been circulated with the risk assessment. The gates and fences to be inspected by the Clerk and Litter Picker. Subject to this change it was agreed to refer to Full Council for adoption.	SH	√	
23/577	<u>VILLAGE GREEN</u> There was not anything to report.			
23/578	<u>VILLAGE HALL</u>			
	<u>Report by Village Hall Representative</u> There was not anything to report.			
23/579	<u>WASTE/RECYCLING SERVICES</u>			
579.1	<u>Litter Pick</u> The litter pick will be taking place on Saturday 28 October 2023. Meeting at the village hall at 11am. Ms Stacpoole agreed to deal with the equipment and risk assessment.			
579.2	<u>Risk Assessment for Litter Clearance</u> Members had been circulated with the litter picker risk assessment. Being no amendments it was agreed to refer to Full Council for adoption.	SH	√	
23/580	<u>FINANCE</u>			
580.1	<u>Budget Statements</u> The monthly budget statements were noted.			
580.2	<u>Consideration of Budget 2024/25</u> It was agreed to increase the allotment rent to £24.00 per plot. Work to trees, after the tree inspection, to be added. Costs will be obtained. It was agreed to increase pitch fees to £42.50 per game. Increase play equipment inspection to £1500.00. Tree survey playing fields £200.00 and village hall car park £150.00. Planter/K2 £50.00 Garage repairs and maintenance £300.00 Ball Park tree inspection £75.00 Grounds maintenance costs to be added on receipt of tenders. Tennis court grand opening £150.00			

	Smart access keypad system maintenance £156.00 Quotes to be obtained for replacement bench slats.			
23/581	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> Mr Stevens said about the High Weald AONB Management Plan 2024-2029 - Public Consultation. Members were asked to respond as individuals.			
	<u>Date of Next Meeting</u> – Monday 13 November 2023 (concentrating on Churchyard)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 8.55p.m. Signed..... Date.....			