

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 11 MARCH 2024 AT 7.30PM
WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr P Stevens
Ms S Margetts
Miss G Barkham
Ms M Stacpoole
Mrs Y Smyth
Mr K Mann
Co-opted Member:
Rev D Green
Mrs L Javens

Minute		Action by	Action taken	Response
24/158	<u>APOLOGIES FOR ABSENCE</u> : Mrs L Miles, Mrs T Dean and Mr M Doyle.			
24/159	<u>DECLARATIONS OF INTEREST –</u> Mr Stevens declared an interest in [163.1] as the company that carried out the toilet fire risk assessment is a client.			
24/160	<u>MINUTES</u> –after an amendment to 24/91, 'are' to be added the minutes of the meeting held on Monday 12 February 2024 were approved and signed.			
24/161	<u>MATTERS ARISING</u> There were no matters arising.			
24/162	<u>CHURCHYARD</u>			
	<u>Report by Rev David Green</u> Rev David Green reported that an application for a memorial bench and tree was being considered by Faculty. The taps are working and the grounds maintenance team are due to start this month. PCC are to meet to review the Churchyard policy. The mini sinkhole on the access to the Church has been repaired. Mr Stevens reported that clarification had been received from KALC confirming that civic authorities can contribute to the costs of grounds maintenance in a Churchyard.			
	Rev David Green left the meeting at 7.40pm.			
24/163	<u>TOILETS</u>			
163.1	<u>Fire Risk Assessment</u> It was noted that the fire risk assessment report had been received.			

	<p>The following hazards have been highlighted for action:</p> <ul style="list-style-type: none"> • Obtain an EICR Certificate – inspection was carried out today • Replace damaged no smoking signage – in hand • Maintain periodic checks for cleanliness – Mr Mann will carry this out every 3 months • To ensure that a build-up of toilet paper within the toilet area is avoided – SHS, the Clerks, Mrs Dean and Ms Margetts • Maintenance/storage area needs to remain clear and materials stored at one end to avoid hindering the means of escape – SHS to be asked to move materials to one end • Disabled toilet would benefit from some kind of fire alert system – Mr Mann to make enquiries • Consider installation of a single water fire extinguisher – it was agreed that there is not a suitable area • Review fire emergency plan – Mr Mann will carry this out <p>The fire risk assessment to be updated and referred to full council for approval.</p> <p>The Assistant Clerk to obtain quotes for a deep clean of the toilets, removal of rubbish in the service area and clearance of rainwater gully.</p> <p>A maintenance contract to be considered on expiry of the washbasin warranty.</p>	SH	√	
163.2	<p><u>Standard Risk Assessment</u></p> <p>The Assistant Clerk to update the standard risk assessment and report to April Amenities.</p>	SH	√	
163.3	<p><u>Money/Energy Saving Improvements</u></p> <p>It was noted that one quotation had been received to convert the existing lighting to time controlled. A further quotation is awaited.</p>			
24/164	<p><u>MACEY'S MEADOW</u></p>			
	<p><u>Request to Volunteer</u></p> <p>It was noted that a request had been received to volunteer as part of the Duke of Edinburgh award scheme. It was agreed subject to the usual conditions.</p>	SH	√	
24/165	<p><u>PLAYING FIELD</u></p>			
165.1	<p><u>Tennis Courts</u></p> <p>It was noted that the courts will be marked out on Monday 29 April 2024 subject to weather conditions. They will be closed for up to 1 week.</p>			
165.2	<p><u>Request for use of Football Pitch</u></p> <p>It was noted that a request had been received from Aylesford football club u11 and u12 teams to play on a Sunday morning. Unfortunately, it is not possible to accommodate them due to existing use of the pitch.</p>	SH	√	
165.3	<p><u>Repair to Picnic Bench</u></p> <p>It was noted that a quotation had been received to replace the broken slat on the picnic table for the sum of £145.00 + VAT. It was agreed to accept. To be funded from playground inspections.</p>	SH	√	
165.4	<p><u>Entrance to Playing Field</u></p>	SH	√	

	Playing field ground maintenance £1826.43 New signage £287.51 Twitch Inn – service charge £1155.04 New play equipment £3963.00 Ball park tree work £660.00 Tennis courts £2257.50 <u>Churchyard</u> Tree works £165.00 Wall repairs £4000.00			
24/174	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>Ms Margetts asked if there was any progress regarding the damage to the shed on plot 3A. The tenant has been asked to provide the Clerk with costs of repair.</p>			
	<p><u>Date of Next Meeting</u> – Monday 15 April 2024 (concentrating on Allotments)</p>			
	<p>There being no further business the Chairman thanked members for attending and closed the meeting at 8.43p.m.</p> <p>Signed..... Date.....</p>			

West Malling Parish Council

Accounts for Payment 11th March 2024				cheques to be drawn
Kent Association of Local Councils (cheque 2697)		70.00	£84.00	
(inv XJV126000100478 - councillor attendance at planning conference)	VAT	14.00		
C&A Landscapes Ltd (cheque 2698)		585.00	£ 702.00	
(additional man for 3 visits at Churchyard)	VAT	117.00		
Malling Memorial Institute (cheque 2699)			£ 60.00	
(invoice 6/24 room hire @ Clout for Feb, 9th, 19th & 29th)				
	TOTAL			846.00