

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 12 AUGUST 2024 AT 7.30PM  
WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present:** Cllr Peter Stevens  
Cllr Gwyneth Barkham  
Cllr Sara Margetts  
Cllr Lorna Miles  
Co-Opted Members:  
Mr Peter Yeomans – Allotment Society Chair

Minute		Action by	Action taken	Response
24/453	<b><u>APOLOGIES FOR ABSENCE</u></b> : Cllr Y Smyth, Cllr M Stacpoole, Mr M Doyle, Ms I Macdonald and Mrs L Javens			
24/454	<b><u>DECLARATIONS OF INTEREST –</u></b> Cllr Stevens declared an interest in [24/460] as family live adjacent to the children's play area.			
24/455	<b><u>MINUTES</u></b> –the minutes of the meeting held on Monday 10 June 2024 were approved and signed.			
24/456	<b><u>MATTERS ARISING</u></b>  There were no matters arising.			
24/457	<b><u>ALLOTMENTS</u></b>			
	<p><b><u>Allotment Inspection Reports</u></b></p> <p>It was noted that an inspection had been carried out by the allotment society.</p> <p>6 – final letter 17A – first letter 18A – first letter 21A – monitor 29A – monitor</p> <p>Letter to be sent to all tenants regarding the maintenance of the internal hedges and the grass paths.</p> <p>The tenants that recently vacated plot 2 have not cleared their personal equipment from the plot or the shed. A letter to be sent asking them to clear before Sunday 18 August 2024 or arrangements will be by the Parish Council to clear.</p> <p>The tenant on plot 12B would like to move to plot 2B. They have asked for it to be rent free for the first year due to it being overgrown. Discussion took place and they can move plot but would have to pay rent.</p> <p>Mr Yeomans made comment on the possibility of there being an allotment management committee whereby the allotment society take more responsibility for the site. To be discussed further.</p> <p>Deposit increase to be discussed at the September meeting.</p>	SH	√	

	<p>Mr Yeomans asked if consideration be given to sheds being erected at the A end of the plots. To be put formally in writing.</p> <p>Cllr Stevens reported that the footpath from the allotments to the railway crossing was very overgrown. To be reported PROW.</p>			
	Mr Yeomans left the meeting at 7.55p.m.			
<b>24/458</b>	<b><u>TOILETS</u></b>			
	<p><b><u>Money/Energy Saving Improvements</u></b></p> <p>It was noted that the electrical works has been carried out and new certificates have been issued.</p> <p>Fairfield to be chased.</p>	SH	√	
<b>24/459</b>	<b><u>MACEY'S MEADOW</u></b>	SH	√	
	There is a tent erected in the meadow by the pedestrian gate, opposite the ashy path. An eviction notice to be placed on the tent.			
<b>24/460</b>	<b><u>PLAYING FIELD</u></b>			
<b>460.1</b>	<p><b><u>Tennis Courts</u></b></p> <p>Quotations to be obtained for a shroud to go around the emergency exit handle and additional angled fencing to be installed on the top of the existing fencing.</p>	SH	√	
<b>460.2</b>	<p><b><u>Outdoor Adult Gym</u></b></p> <p>It was noted that a quotation has been received for the design and print of an A5 flyer for the sum of £155.00 + VAT. This will be distributed to residents to encourage them to complete an online survey to ascertain types of outdoor gym equipment they would prefer to be installed. It was agreed to refer to Full Council for acceptance, to be funded from Reserves.</p> <p>The Clerk and Assistant Clerk will be preparing a draft survey.</p>	SH		
<b>460.3</b>	<p><b><u>CCTV</u></b></p> <p>Discussion took place regarding CCTV to cover the tennis courts and car park. The Assistant Clerk to obtain information.</p> <p>Comment was made regarding a keypad entry system at the village hall, in light of a recent event. Mrs Javens to be asked to raise this at the village hall meeting.</p>	SH	√	
<b>460.4</b>	<p><b><u>Children's Play Equipment Inspection Report</u></b></p> <p>It was noted that the inspection report had been received. Repair works to the safety surface has been completed as within budget. This work was carried out by Safeplay for the sum of £1164.02 + VAT.</p> <p>Grounds maintenance contractor to be asked to not strim to close to the equipment.</p> <p>Quotation to be obtained for removal of the metal picnic table.</p>	SH	√	
<b>460.5</b>	<p><b><u>Draft Bouncy Castle and BBQ/Outdoor Food Policy</u></b></p> <p>Subject to amendments it was agreed that the policy be referred to Full Council for adoption.</p>	SH	√	

460.6	<b><u>Under 11's Football Team</u></b>  It was noted that a request had been received from West Malling United U11's football club to use the pitch on a Saturday morning. It will require a smaller pitch being marked within the adult pitch. Initial marking cost is £70.00 + VAT. This was agreed subject to the club paying the initial marking cost. Pitch hire is £45.00 per game.	SH	√	
460.7	<b><u>Lime Tree – Children's Play Area</u></b>  A resident adjacent to the children's play area has expressed concern regarding the Lime tree in the play area that is near his property. Loss of light in the garden, tree debris and height and size.  A tree inspection is due and the concerns to be highlighted to the tree surgeon.	SH	√	
460.8	<b><u>Tree Work – Children's Play Area and Village Hall Car Park</u></b>  It was noted that 3 quotations had been received for tree work:  <ul style="list-style-type: none"> <li>• A J Doe £500.00</li> <li>• Tree Monkeys £655.00 + VAT</li> <li>• JM Forbes £1280.00 + VAT</li> </ul> It was agreed to accept AJ Doe. To be funded from £480.00 tree work and £20.00 from playing field additional work.	SH <sup>√</sup>		
460.9	<b><u>Roundabout and Trim Trail, Children's Play Area</u></b>  Quotations have been received from Safeplay and Playdale for a replacement trim trail and new inclusive roundabout. One further quotations is awaited.  Contractors to be asked for sites where they have installations of similar equipment.	SH	√	
24/461	<b><u>CRICKET MEADOW</u></b>  There was not anything to report.			
24/462	<b><u>BALL PARK</u></b>  It was reported that children had been seen climbing over the fence into the school ground. To be reported to the school and new no climbing signs to be put up in the ball park.			
24/463	<b><u>VILLAGE GREEN</u></b>  A gardening/strimming clean up is organised by volunteers on Saturday 17 August 2024			
24/464	<b><u>VILLAGE HALL</u></b>			
464.1	<b><u>Report by Village Hall Representative</u></b>  In the absence of Mrs Javens there was not anything to report.			
464.2	<b><u>EV Charging Points</u></b>  It was noted that a draft agreement, from KCC, had been received for 4 electric parking points in the car park. Subject to an amendment in the agreement Members were happy to proceed with the charging points. Upon receipt of the amended agreement to be referred to Full Council. Comments from the VHMC were noted.  Signage for the car park to be looked into.	SH	√	
24/465	<b><u>WASTE/RECYCLING SERVICES</u></b>			

	<b><u>Free Standing Cigarette Bins in the Town</u></b>	SH	√	
	Two bins remain, one at the Joiners Pub and one outside the Accountants in Swan Street. TMBC be asked to remove.			
<b>24/466</b>	<b><u>FINANCE</u></b>			
	<b><u>Budget Statements</u></b>			
	The monthly budget statements were noted.			
	<b><u>Accounts for Payment</u></b>			
	<b>Accounts for payment</b> – totalling £5654.12 were approved - see attached.			
<b>24/467</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b>			
	There were no questions.			
	<b><u>Date of Next Meeting</u></b> – Monday 9 September 2024 (Churchyard)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.05p.m.			
	Signed.....			
	Date.....			

**Accounts for Payment 12th August 2024**

**cheques to be drawn**

Specialist Hygiene Services Ltd (cheque 2764)		598.39	<b>£ 718.06</b>
(invoice 46614 - King Street toilets cleaning costs for July)	VAT	119.67	
West Malling Village Hall (cheque 2765)			<b>£ 102.00</b>
(committee room hire Jan - June 24 17 hours@ £6.00)			
Loxton Installations Ltd (cheque 2766)		1785.00	<b>£ 2,142.00</b>
(invoice 42156 electrical upgrade & remedial works, King Street toilets)		357.00	
Castle Water (cheque 2767)		849.92	<b>£ 1,019.91</b>
(invoice 10003057021 - water charges for King Street toilets 1/6/24 - 30/11/24)	VAT	169.99	
Streetlights (cheque 2768)		1295.00	<b>£ 1,554.00</b>
(invoice 14674 - column 23 replacement lantern)	VAT	259.00	

Castle Water (cheque 2769) (invoice 10003119544 - water charges for Allotment 1/7/24 -31/7/24)	£ <b>118.15</b>
TOTAL	<b>£5,654.12</b>