

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 09 SEPTEMBER 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  
Cllr Min Stacpoole  
Co-Opted Members:  
Mr Peter Yeomans – Allotment Society Chair  
Mrs L Javens – Village Hall Representative  
Mr J Musker – Churchyard Representative  
Ms I Macdonald - Churchyard Representative  
Mrs J Field - Churchyard Representative

Minute		Action by	Action taken	Response
24/497	<b><u>APOLOGIES FOR ABSENCE</u></b> : Cllr Trudy Dean, Mr M Doyle.			
24/498	<b><u>DECLARATIONS OF INTEREST –</u></b> Cllr Stevens declared an interest in [24/505.5] as family live adjacent to the children’s play area.			
24/499	<b><u>MINUTES</u></b> –the minutes of the meeting held on Monday 12 August 2024 were approved and signed.			
24/500	<b><u>MATTERS ARISING</u></b>  There were no matters arising.			
24/501	<b><u>CHURCHYARD</u></b>			
501.1	<b><u>Report by Church Representatives</u></b>  Churchyard volunteers, with the help of volunteers from Macey’s Meadow, completed the first cut of the wildflower meadow.  Ivy has been removed from the boundary walls.  A toxic attack on a small area of the wildflower meadow had occurred, plants are now slowly growing back.  There has been a complaint regarding dogs being off the leash and dog excrement in the Churchyard. The PCC are considering putting up signs.  Grow 19 have withdrawn their help due to another commitment.  A memorial tree to be planted in the next couple of weeks.  Rev David Green passed on this thanks for all the Parish Council’s help.			

501.2	<p><b><u>Churchyard Tender – 2025</u></b></p> <p>Members were issued with a copy of the specification. Subject to amendments it was agreed to put out to tender. A plan of the wildflower meadow area to be sent out with the tender.</p>	SH	√
	Churchyard representatives left the meeting at 7.45.pm.		
24/502	<b><u>ALLOTMENTS</u></b>		
502.1	<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>4A – monitor 5A – monitor 6 – tenant has given up half of the plot 12B – first letter 18A – letter to tidy up plot 19A – first letter 21A – first letter 29A – monitor</p> <p>There are several vacant plots and no waiting list. Plots to be advertised on social media, website, noticeboards, the library, newsletter and the gates to the allotments.</p> <p>Communigrow to be asked if they would be interested in an allotment.</p> <p>Consideration be given to the vacant plots being covered.</p>	SH	√
502.2	<p><b><u>Allotment Management Committee</u></b></p> <p>Discussion took place regarding the possibility of setting up an allotment management committee. Mr Yeomans will discuss this with members of the allotment society.</p>		
502.3	<p><b><u>Allotment Deposit</u></b></p> <p>Discussion took place regarding an increase in the allotment deposit.</p> <p>Cllr Stevens proposed an increase to £75.00, seconded by Cllr Margetts. This was not carried. Cllr Barkham proposed an increase to £60.00, seconded by Cllr Margetts. Carried 3:2.</p>		
	Mr Yeomans left the meeting at 8.15p.m.		
24/503	<b><u>TOILETS</u></b>		
503.1	<p><b><u>Additional Works to the Urinal Flushers and Heaters</u></b></p> <p>It was noted that two quotes have been received:</p> <ul style="list-style-type: none"> <li>• Replace thermostat for the heaters - £160.00 + VAT</li> <li>• Install new power supply feed from the consumer unit to the urinals - £415.00 + VAT</li> </ul> <p>Despite efforts to obtain three quotations, due to specialised work, it was agreed to accept the quote from Fairfield.</p> <p>To be funded from toilet maintenance.</p>	SH	√

<b>503.2</b>	<b><u>Deep Clean of Toilet</u></b>  It was noted that a quote has been received from May Harris for a deep clean of the toilets for the sum of £645.00 + VAT.  Despite efforts to obtain three quotations, due to specialised work, it was agreed to accept the quote from May Harris.  To be funded from toilet cleaning.	<b>SH</b>	√	
<b>503.3</b>	<b><u>Public Toilet Cleaning Tender</u></b>  The current agreement with SHS is now a rolling contract. A new tender to be drafted to commence April 2025.			
<b>24/504</b>	<b><u>MACEY'S MEADOW</u></b>  The Apple Fest event will be held on Saturday 28 September 2024, 1pm-4pm. Musicians are still needed.  The Parish Council have been successful in their application to Tesco for the Stronger Starts. Instore voting, Tesco West Malling, will commence from the first week in October 2024 until mid January 2025.			
<b>24/505</b>	<b><u>PLAYING FIELD</u></b>			
<b>505.1</b>	<b><u>Tennis Courts</u></b>  A quotation from GKW Wrought Iron had been received. Two further quotes are awaited.			
<b>505.2</b>	<b><u>CCTV</u></b>  The Assistant Clerk said she was meeting a contractor at the playing fields/village hall car park tomorrow morning. Two other companies to be asked to quote.	<b>SH</b>	√	
<b>505.3</b>	<b><u>Roundabout and Trim Trail, Children's Play Area</u></b>  Two quotations have been received, a third is still awaited.	<b>SH</b>	√	
<b>505.4</b>	<b><u>Goal Posts</u></b>  The Assistant Clerk reported that she had obtained costs for replacement goal posts. It was agreed to consult with the football club to see which ones are suitable. Details to be forwarded to TMBC with a view to funding from S106.	<b>SH</b>	√	
<b>505.5</b>	<b><u>Removal of Picnic Bench</u></b>  It was noted that a quotation has been received for the removal and disposal of the metal picnic table, under the Lime tree, for the sum of £155.00 + VAT. It was agreed to accept the quotation as a health and safety issue due to bird fouling.	<b>SH</b>	√	
<b>505.6</b>	<b><u>Request for use of Garage (village hall) for storage</u></b>  Due to limited space in the two containers in the meadow, a request was received to use the garage for additional storage. Cllr Barkham proposed that this be granted, seconded by Cllr Stacpoole, carried unanimously.			
<b>24/506</b>	<b><u>CRICKET MEADOW</u></b>  There was not anything to report.			

24/507	<p><b><u>BALL PARK</u></b></p> <p>It was reported that there had been a fire in the park, no damage had occurred.</p> <p>Children have been seen climbing over the fence into the school. Costs to be obtained for fencing over the gap above the basketball hoops.</p> <p>Advice to be sought regarding the use of anti climb paint.</p>	SH	
24/508	<p><b><u>VILLAGE GREEN</u></b></p> <p>A thank you letter to be sent to the volunteers who helped clear the green.</p>	SH	√
24/509	<p><b><u>VILLAGE HALL</u></b></p>		
509.1	<p><b><u>Report by Village Hall Representative</u></b></p> <p>Mrs Javens reported the following:</p> <ul style="list-style-type: none"> <li>• Finances are good</li> <li>• Bookings are good</li> <li>• The accounts are being audited</li> <li>• A security lock/keypad will not be fitted to the main doors</li> <li>• Due to the state that the hall was left in after a previous wedding, no more wedding bookings to be taken unless closely known to members of the management committee</li> <li>• Boiler door has been fixed</li> <li>• 2 curtain rails have been replaced</li> <li>• Air conditioning needs replacing</li> <li>• Porch to be repaired</li> <li>• Consideration of hand dryers in the toilets</li> <li>• Date of next meeting – Monday 18 November 2024.</li> </ul> <p>Cllr Stevens said that the trust deed lists 2 volunteers from the Parish Council. He asked if anyone would be interested in becoming a representative.</p>		
509.2	<p><b><u>EV Charging Points</u></b></p> <p>A new draft legal agreement will be issued when KCC approve the project. Agreed in principle. To be referred to Full Council.</p>	SH	√
509.3	<p><b><u>Replanting of Area of Boundary Hedge, Norman Road</u></b></p> <p>Cllr Margetts will look at the possibility of replanting in the gap.</p>	SM	√
24/510	<p><b><u>WASTE/RECYCLING SERVICES</u></b></p> <p>There is a green lidded bin full of rubbish by Roses café. It is not known who it belongs to. To be reported to Waste Services.</p> <p>There are still several cigarette bins. Waste Services be asked to remove.</p>	SH	√
24/511	<p><b><u>TREE SURVEYS</u></b></p> <p>It was noted that a quotation has been received from Down to Earth for tree surveys, as follows:</p> <ul style="list-style-type: none"> <li>• St Mary's Churchyard - £460.00 + VAT (shortfall of £110.00 to be funded from tree works)</li> <li>• Playing field, children's play area and village hall car park - £210.00 + VAT</li> </ul>	SH	√

	<ul style="list-style-type: none"> <li>Ball park - £130.00 + VAT (shortfall of £65.00 to be funded via a virement from playing fields tree survey)</li> </ul>			
<b>24/512</b>	<b><u>FINANCE</u></b>			
<b>512.1</b>	<b><u>Budget Statements</u></b> The monthly budget statements were noted.			
<b>512.2</b>	<b><u>Accounts for Payment</u></b> <b>Accounts for payment</b> – totalling £2583.17 were approved - see attached.			
<b>24/513</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 14 October 2024			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.10p.m.			
	Signed.....	Date.....		

**Accounts for Payment 9th September 2024**

		cheques to be drawn
Specialist Hygiene Services Ltd (cheque 2779)		£
(invoice 46754 - King Street toilets cleaning costs for August)		<b>718.06</b>
	VAT	119.67
Castle Water (cheque 2780)		£
(invoice 10003383832 - water charges for allotments )		<b>149.11</b>
	VAT	
C&A Landscapes Ltd (cheque 2781)		£
(invoice CA38844 - Churchyard maintenance 1st & 15th August - mow & strim)		<b>1,716.00</b>
	VAT	286.00
	<b>TOTAL</b>	<b>2,583.17</b>