

WEST MALLING PARISH COUNCIL

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

Present: Cllr Peter Stevens
Cllr Gwyneth Barkham
Cllr Sara Margetts
Cllr Min Stacpoole
Co-Opted Members:
Mr Peter Yeomans – Allotment Society Chair
Mr Malcolm Doyle – Macey’s Meadow Chair
Ms Isobel Macdonald – Churchyard representative
Mrs Jane Field – Churchyard representative

One allotment tenant

Minute		Action by	Action taken	Response
24/643	<u>APOLOGIES FOR ABSENCE</u> : Cllrs L Miles and Mr J Musker			
24/644	<u>DECLARATIONS OF INTEREST</u> – Cllr Stevens declared an interest in [24/651] as family live adjacent to the children’s play area.			
24/645	<u>MINUTES</u> –the minutes of the meeting held on Monday 14 October 2024 were approved and signed.			
24/646	<u>MATTERS ARISING</u> [24/578.1] – Tennis Courts It was noted that a quotation had been received from GKW Wrought Iron for a shroud to be fitted on the emergency exit gate for the sum of £295.00 + VAT. It was agreed to budget for this work.	SH	√	
24/647	<u>CHURCHYARD</u> Ms Macdonald said that the Churchyard grass looked great for the Remembrance event. Contractors to be thanked. Thanks to be given to the resident who maintains the war memorial garden. It was agreed to discuss the Tender for the Churchyard at this point in the meeting. It was noted that two tenders have been received, Isle Landscapers and C&A Landscapes. Appendix 1. After discussion Cllr Stevens proposed that C & A Landscapes be awarded the Tender for the Churchyard. Seconded by Cllr Stacpoole. Carried unanimously. To be referred to Full Council for approval.	SH		
	The Churchyard representatives left the meeting at 7.40p.m.			
24/648	<u>ALLOTMENTS</u>			

648.1	<u>Amendment to Tenancy Agreement re sheds on A Plots</u> Members were issued with an amended tenancy agreement. The amendment was agreed, to be sent out to tenants with rent renewal notice.	SH	√	
648.2	<u>Request for Shed, Plot 21A</u> It was noted that a request has been received to erect an shed on plot 21A. Permission was granted for the standard size shed (6ftx4ft) subject to the usual conditions. The tenant has been advised of the change in the tenancy agreement regarding siting of sheds.	SH	√	
648.3	<u>Removal of Rabbit Proof Fencing – boundary of plots 30A & B</u> The allotment tenant said that the rabbit proof fencing along the boundary of his plot/Macey's Meadow has fallen down, the posts have rotted. The tenant is happy to remove the fence and recycle. The Assistant Clerk to check if the fencing goes down into the ground. Costs to be obtained to repair if it is in the ground. The tenant of 30A would like 30B. He will keep the plot maintained. Mr Yeomans said that Capel Groundcare did a superb job of the hedge cutting. Thanks to be expressed. Mr Yeomans and the allotment tenant left the meeting at 7.52p.m.	SH	√	
24/649	<u>TOILETS</u> There has been no response from SHS regarding additional cover of the toilets for the Christmas event. May Harris to be asked if they are able to provide cover.	SH	√	
24/650	<u>MACEY'S MEADOW</u>			
650.1	<u>Update</u> The hedge cutting has been carried out. Quotes to be obtained for removal of Japanese Knotweed on the boundary of MR 136 and the meadow.	SH		
650.2	<u>Consideration of Budget 2025/26</u> MMAC are in the process of considering the budget. Further costs are awaited.			
24/651	<u>PLAYING FIELD</u>			
651.1	<u>CCTV</u> It was noted that three quotations have been received for CCTV in the playing field and village hall car park. Amiga £800.00 + VAT Chubb £3624.16 + VAT IT Solutions Kent £1121.38 + VAT It was agreed to budget £1250.00 in 2025/26.			

651.2	<u>Play Equipment Inspection Reports</u> It was noted that play equipment inspection reports have been received from Cllr Stacpoole and Safeplay Playground Services. Safeplay highlighted five mediums. Repair costs are £5,646.95 + VAT. It was agreed to proceed with the repairs plus £434.35 + VAT for re-tension of the zip wire seat and replacement swing chains. There are several areas of play surface that are covered with moss. Cost for jetwash with repellent is £3,043.70 + VAT. As this is a health and safety issue it was agreed to refer to Full Council for the cost to come from reserves.	SH	√	
651.3	<u>Play Equipment Inspection Costs for 2025</u> It was noted that the cost of the Safeplay annual play equipment inspection for 2025 will be £315.00 + VAT. This was agreed.	SH	√	
24/652	<u>CRICKET MEADOW</u> There was not anything to report.			
24/653	<u>BALL PARK</u> It was noted that a quote has been received for mesh panels to be installed above the goal areas at the ball park for the sum of £1,295.00 + VAT. It was agreed to budget for 2025/26.	SH	√	
24/654	<u>VILLAGE GREEN</u> There was not anything to report.	SH	√	
24/655	<u>VILLAGE HALL</u> <u>Report by Village Hall Representative</u> There was not anything to report.			
24/656	<u>WASTE/RECYCLING SERVICES</u> Comment was made regarding the increase in dog fouling in the town and the constant overflowing dog waste bins. A letter to be sent to Waste Services. Waste Services to be asked to contact the residents of the houses next to the post office to put their waste bins away after collection.	SH	√	
24/657	<u>PUBLIC RIGHTS OF WAY</u> There was not anything to report.			
24/658	<u>RISK ASSESSMENTS</u> Members had been circulated with the risk assessment for litter picker. There being no amendments it was agreed to refer to Full Council for adoption	SH	√	
24/659	<u>SECTION 106</u> Discussion took place regarding setting up a meeting with Planning Obligations and representatives of the Parish Council. It was agreed to refer to Full Council to agree a meeting to discuss the infrastructure statement.	SH	√	
24/660	<u>FINANCE</u>			
660.1	<u>Budget Statements</u>			

	The monthly budget statements were noted.			
660.2	<p><u>Tenders</u></p> <p><u>Toilets</u></p> <p>It was noted that three tenders have been received , SHS, May Harris and Monitor. Appendix 1.</p> <p>After discussion it was agreed that May Harris be awarded the tender for the toilets. References to be obtained.</p> <p><u>Grounds Maintenance</u></p> <p>It was noted that three tenders have been received, Isle Landscapers, Capel Groundcare and C & A Landscape. Appendix 2.</p> <p>After discussion it was agreed that Capel Groundcare be awarded the tenders for Norman Road playing field, Macey’s Meadow, Allotments, Cricket Meadow and Village Green. C & A Landscape be awarded the Churchyard. To be referred to Full Council for approval.</p>	SH	√	
660.3	<p><u>Consideration of Budget 2025/26</u></p> <p>Village hall car park lining £1250.00 Kissing gate, playing field £1495.00</p>			
660.4	<p><u>Accounts for Payment</u></p> <p>Accounts for payment – totalling £3,681.20 were approved – appendix 3</p>			
24/661	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>It was noted that a property in Norman Road adjacent to the tennis courts has replaced their boundary fence. The trees, on Parish Council land, have been cut down to 5ft leaving only the trunk. The shrubbery has been left on the ground. A letter to be sent as permission was not sought to carry out the work and ask if they propose to remove the shrubbery. A quotation for removal by the Parish Council is awaited.</p> <p>Cllr Stevens reported that due to pressure of work and other commitments Cllr Miles will be stepping down from Amenities. Election of vice-chair to be on December agenda.</p>	SH	√	
	<u>Date of Next Meeting</u> – Monday 9 December 2024			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.01p.m.			
	Signed..... Date.....			

Appendix 1

TENDERS 2025/26

These are all annualised costs before VAT

Area

SHS

May
Harris

Monitor

**2024
Costs**

King Street	£ 7,917.00	£7,122.81	£9,915.36	£7,492.98	SHS
				£7,355.58	

Appendix 2

these are all annualised costs before
VAT

Area	Isle Landscapers	Capel Groundcare	C & A Landscape	2024 Costs	
Norman Road Playing Field					
Grass cutting & pitches	£ 4,608.00	£3,032.90		£2,830.00	Capel
Hedge Cutting	£ 920.00	£ 214.00		£ 200.00	Capel
Weedkilling	£ 780.00	£ 149.80		£ 140.00	Capel
Ivy Clearance	£ 120.00	£ 278.20		£ 260.00	Capel
Tennis Courts Weeding	<u>£ 1,740.00</u>	<u>£ 449.00</u>		<u>£ 420.00</u>	Capel
	£ 8,168.00	£4,123.90		£3,850.00	
Churchyard					
Grounds maintenance	£ 12,895.00		£13,405.45	£13,015.00	C & A
Hedge	<u>£ 400.00</u>		<u>£ 406.85</u>	<u>£ 395.00</u>	C & A
	£ 13,295.00		£13,812.30	£13,410.00	
Macey's Meadow Hedge					
Hedge One		£ 1,714.00		£ 1,600.00	Capel
Hedge Two		£ 535.00		£ 500.00	
Hedge Three		<u>£ 321.00</u>		<u>£ 300.00</u>	
Hedge Four		£2,570.00		£ 2,400.00	
Hedge Five					
Allotments					
Hedge	£ 960.00	£ 856.00		£ 800.00	Capel
Footpath	£ 585.00	£ 112.35		£ 105.00	Capel
Clear per plot and cover	<u>£ 390.00</u>	<u>£ 246.00</u>		<u>£ 660.00</u>	Capel
	£ 1,935.00	£1,214.35		£ 1,565.00	
Cricket Meadow					
Hedge	£ 1,380.00	£ 481.50		£ 450.00	Capel
Strimming	<u>£ 3,780.00</u>	<u>£1,459.92</u>		<u>£ 1,470.00</u>	Capel
	£ 5,160.00	£1,941.42		£ 1,920.00	
Village Green					
	£ 720.00	£ 256.80		£ 240.00	Capel

Appendix

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Accounts for Payment 11th November 2024

			cheques to be drawn
C&A Landscapes Ltd (cheque 2813)		1725.00	£ 2,070.00
(invoice CA39119 - Churchyard maintenance October x2 - mow & strim and tree work)	VAT	345.00	
Capel Groundcare Ltd (cheque 2814)		725.00	£ 870.00
(invoice SI2425328 Norman Rd playing fields, strim, mow x 2 £175, tennis court strim £35, cricket meadow strim x2 £245.00 & village green strim x2 £40.00, football pitch line marking £160 +herbicide treatments £70 - October work)	VAT	145.00	
CIA Fire & Security Ltd (single cheque 2815)		551.00	£ 661.20
(invoice 277358 - Smart Access Netcode subscription)	VAT	110.20	
Malling Memorial Institute (cheque 2816)			£ 80.00
(invoice 42/24 - room hire for October)			
	TOTAL		£3,681.20