

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE OPEN SPACES & AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY, 21<sup>ST</sup> NOVEMBER 2011

PRESENT: CLLRS MRS J THWAITES (CHAIR), A PIPER, MRS A THROSSELL AND J A YEARSLEY  
MR N SAUNDERS (GROUNDS SUPERVISOR)  
MRS A DAVIS (ADMINISTRATIVE ASSISTANT)

268. **OPENING OF MEETING**

The meeting was opened by the Chair at 7.50pm.

269. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mulcuck and Newman. The previously notified reasons for absence was recorded in the absence book Ref: 134 and **ACCEPTED** and **APPROVED**.

270. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Mrs Thwaites declared a personal interest in item 276 as her husband has an allotment.

Cllr Piper declared a personal interest in item 276 as he has an allotment.

271. **FINANCE**

(a) **Financial Analysis**

The Financial Analysis, which had previously been **CIRCULATED**, was **READ** and **NOTED**.

(b) **Property/Security Maintenance budget**

The Property/Security Maintenance Budget, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that this budget was over-spent as nearly £1375.00 had been spent on the changes to the Grounds Staff mess room as a result of the Cedar Room being set up as the Youth Club. There had also been the need to replace the manhole cover outside the mess room which should not need to be done again.



272. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

- (a) Barbed wire, holly bush & Steps onto recreation ground (Page 134, Item 225(a))

It was **NOTED** that a reminder had been sent to those residents who had not yet returned the Memorandum of Agreement, which resulted in half of them being returned.

**RESOLVED** to send a further reminder to those residents who had still not returned their forms to the Parish Office.

- (b) Ditton Court Quarry Boundary Fences (Page 134, Item 225(b))

It was **NOTED** that Kent Turf Care Ltd, the contractor acting for the Management Company in charge of Priory Park, had contacted the Parish Office to discuss the fencing around the quarry and this will be repaired as soon as possible.

- (c) Quarry Maintenance (Page 134, Item 225(c))

- (i) Quarry Working Party Meeting

The notes of the Quarry Working Party Meeting which had previously been **CIRCULATED**, were **READ** and **NOTED**.

- (d) Planting Trees (Page 134, Item 225(d))

It was **NOTED** that the Parish Council still has an account with Coblands Nursery and an English Oak tree, approximately 8 to 10 feet high with a girth of 4 to 5 inches, could be purchased for £75.00 plus VAT.

It was also **NOTED** that the resident who wishes to donate the tree has no specific requirements as to where it should be planted.

**RESOLVED** to contact the resident advising them of the size of tree available and, if she has no objections, place the order as soon as possible.

- (e) Trees backing onto 47 Pear Tree Avenue (Page 135, Item (e))

The quotes, as detailed below, were **READ** and **NOTED**:

	QUOTE 1	QUOTE 2	QUOTE 3
AREA A Field Maple x 2 – Reduce crowns by 30%, paying particular attention to the side overhanging the neighbours property, but ensuring natural shape and character of the tree is maintained. Leylandi x 2 and Field Maple – Fell all to ground level as per spec.	£675 plus VAT	£450 plus VAT	£580

<p><b>AREA B</b> Remove the centre tree of the line of 5 x Field Maples and reduce crowns of remaining 4 trees by 30%, ensuring again that the natural shape and character of the tree is maintained.</p>	£525 plus VAT	£375 plus VAT	£580
<p><b>AREA C</b> Field Maple x 4 – reduce crowns all over, back to previous reduction points. Field Maple x 2 – Fell. Field Maple x 2 – Prune away any branches from adjacent house to give 3m clearance. Lawson Cypress x 1 and Ash x 1 – Fell. Field Maple x 1 – Fell.</p>	£937 plus VAT	£650 plus VAT	£1060

**RESOLVED** to accept Quote 2 from Arbour Tree Surgery Ltd requesting that the work on Area A be carried out as soon as possible, with the work on Areas B and C waiting until funds are available in the new financial year.

273. **MACHINERY REPORT**

The report which had previously been **CIRCULATED** was **READ** and the Grounds Supervisor's comments **NOTED**.

**RESOLVED** to utilise any funds available towards the end of the financial year to purchase whatever machinery is in urgent need of replacement.

The Chair thanked the Grounds Supervisor for preparing the report.

274. **ESTIMATES FOR FINANCIAL YEAR 2012/13**

The suggested estimates for the financial year 2012/13, which had previously been **CIRCULATED**, were **READ**.

It was **NOTED** that the budget for General Treatments had been increased to enable the Grounds Staff to spray and seed the grounds. This is usually carried out every third year.

It was also **NOTED** that the budget for Trees/Planting had been increased in order to incorporate the work required to be done to the trees backing on to Pear Tree Avenue mentioned in Item No. 272 above.

**RESOLVED TO RECOMMEND** to the Finance and Administration Committee the following estimates for the Open Spaces and Amenities Committee for the financial year 2012/13:

<b>INCOME</b>	
Cupboard Rental	£25.00
Lease fees	£155.00
Guides/Minors Electricity	£95.00
Pitch Marking	£428.00
Bowls Club Reimbursement	£250.00
NRRG Energy Reimbursement	£372.00
Castle Colts FC	£210.00
Allotment Rents	£255.00
RKP United FC	£420.00
Cricket Club Fees	£450.00
Maidstone Utd	£95.00
Ditton Minors FC	£190.00
Holtwood Rangers FC	£400.00
Millstream	£95.00
MUGA Users	£5,000.00
Cemeteries/Churchyard	£1,203.00
Coins - Multi-Sports Users	£900.00
School Grounds Maintenance	£6,419.00
Footpath Maintenance	£500.00
Allotment Keys	£120.00
Online Filing Incentive	£19.00
	<b>£17,601.00</b>
<b>EXPENDITURE</b>	
Salaries (inc Admin)	£65,142.00
Emergency Staff Cover	£1,000.00
NIC Employers	£4,200.00
Superann Employers	£9,638.00
Training	£500.00
Mentor Services	£932.00
Business Rates	£380.00
Water Supply	£260.00
Electricity/Energy	£1,500.00
Telephone	£250.00
Property/Security Maintenance	£2,000.00

Security	£555.00
Machinery Hire	£700.00
Machinery Fuel	£850.00
Tractor/Mower Repairs	£3,000.00
Repairs and Replacements	£1,175.00
PWLB Loan - Capital	£1,750.00
PWLO Loan - Interest	£250.00
Staff Welfare	£300.00
Christmas Light Competition	£25.00
War Memorial	£250.00
Hanging Baskets	£200.00
Street Light Maintenance	£60.00
Street Light Energy	£116.00
Lighting Repairs	£50.00
Pest Control	£150.00
Multi Sports	£300.00
General Treatments	£3,000.00
Football Pitches	£600.00
Cricket Square	£450.00
Bowls Green	£250.00
Fencing Repairs	£500.00
Playground Repairs	£1,000.00
Village Green Costs	£100.00
Best Kept Garden Competition	£250.00
Trees/Planting	£1,200.00
Protective Clothing	£300.00
Tools	£200.00
Upkeep of Churchyard	£1,203.00
Allotment Refuse	£160.00
Allotment Contingencies	£350.00
Quarry Maintenance	£1,000.00
School Clock	£150.00
	<b>£106,246.00</b>
	£17,601.00
	<b>£88,645.00</b>

The Chair thanked both the Administrative Assistant and the Grounds Supervisor for preparing the estimates.

275. **FIVE YEAR PLAN**

The previous year's Five Year Plan was **READ** and it was **NOTED** that as there were no additional funds available the Five Year Plan was now defunct.

It was also **NOTED** that in future funds should be set aside within the budgets in order to purchase replacement machinery, etc.

276. **ALLOTMENT MATTERS**

(a) **Possible changes to Tenancy Agreement**

Members were advised it had been brought to the attention of the Parish Office that an allotment holder, who has moved out of Ditton, was possibly sub-letting his plot to another allotment holder.

Discussions took place regarding the wording of the Allotment Tenancy Agreement and it was

**RESOLVED** to amend Rule 4 to read "Not to assign the tenancy nor sub-let 'or afford the use' of any part of the allotment garden to others" and to add a new rule to the Agreement to read "With effect from the 2011/12 allotment year, only residents of Ditton can apply for an allotment".

**RESOLVED** to send out the new Tenancy Agreement to all current allotment holders.

**RESOLVED** to write to the allotment holder involved, having sought advice from NSALG, advising them that if they no longer live in Ditton then they can no longer hold an allotment and request the return of their key(s).

277. **TREES IN THE VILLAGE COMPETITION**

The letter from The Kent Men of The Trees was **READ** and it was **NOTED** that Ditton had been awarded 'Highly Commended'.

278. **CHRISTMAS LIGHTS COMPETITION**

**RESOLVED** that the Chair and Vice-Chair will judge this competition during the week commencing Monday, 19<sup>th</sup> December 2011 and an article will be placed in the Ditton Gazette and the Ditton Column of the Kent Messenger to notify residents.

279. **CORRESPONDENCE FOR DECISION**

- Holtwood Rangers FC: Annual Presentation Day, 12<sup>th</sup> May 2012 – Request to use Recreation Ground  
The request from Holtwood Rangers to use the Recreation Ground for their Annual Presentation Day was **READ** and it was **NOTED** that this had not caused any problems last year.  
**RESOLVED** TO AGREE TO THIS REQUEST.
- Holtwood Rangers FC: Request for additional pitch for adult team  
It was **NOTED** that Holtwood Rangers are looking for an additional pitch for a Veterans team.  
**RESOLVED** NOT TO AGREE TO THIS REQUEST AS THE ADULT PITCH IS ALREADY USED TO FULL CAPACITY.
- Medway Valley Countryside Partnership: 2012 TAG Days  
It was **NOTED** that following the Quarry Working Party's Meeting it was deemed unnecessary to use this facility next year.
- Open Spaces Society: Green spaces and town and village greens  
The request from Open Spaces Society was **READ**.  
**RESOLVED** TO CONTACT THE LOCAL MP TO SEE WHETHER SHE WOULD BE INTERESTED.

280. **CORRESPONDENCE FOR NOTING**

The Chair will **READ** the following items and **REPORT** any items of interest at the next meeting:

- CPRE: Annual General Meeting and Lunch  
Kent Voice Autumn 2011  
Notification of Christmas Outing  
Countryside Voice Winter 2011
- Fair Play for Children: e-letter October 2011
- KCPLA: Autumn 2011 Newsletter
- Kent CMP: CMPS working in your community
- Kent Men of the Trees: Arbor Autumn 2011
- Open Space: Autumn 2011

Cllr Piper will **READ** the following item and **REPORT** any items of interest at the next meeting:

- NSALG: Allotments Case Studies  
Congress of International Office 2011

281. **CLOSURE**

The meeting was closed at 8.31pm.

Chairman  
5<sup>th</sup> December 2011