

**MINUTES OF THE AMENITIES WORKING GROUP MEETING HELD ON  
29<sup>TH</sup> NOVEMBER 2021 at 7.30PM  
CONDUCTED ONLINE VIA ZOOM ELECTRONIC COMMUNICATION**

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**MEMBERS PRESENT:** Cllrs Rowe (Chair), Mrs Soyke, Mrs Lyle, Langridge, Myles and Turner

**OFFICERS PRESENT:** Mrs K Harman – Assistant Clerk (AC)

**1. Election of Vice-Chairman**

It was **RESOLVED** that Cllr Mrs Lyle be appointed as the new Vice-Chairman of the Amenities committee.

**2. To enquire if anyone present intends to film, photograph and/or record the meeting**

No-one present intended to film, photograph and/or record the meeting.

**3. To accept and approve apologies and reasons for absence**

Apologies were received from Cllrs Mrs Woodliffe who had work commitments.

**4. Disclosure of Pecuniary or Non-Pecuniary Interests**

Cllr Mrs Lyle reminded the committee that she has a blanket disclosure for all Amenities Working Group meetings that she is the SPC appointed Trustee for the Langton Green Charitable Sports Association (LGCSA).

**5. Declarations of Lobbying**

Cllr Myles had been lobbied regarding grass cutting on the Groombridge Green.

**6. Minutes**

**RESOLVED** that the minutes of the meeting held on **27<sup>th</sup> September 2021** be approved as a correct record and signed by the Chairman.

**7. Public Open Session**

There were no members of the public present.

**8. Matters Arising and Actions from the Previous Minutes:**

The Assistant Clerk (AC) ran through the list of matters from the previous minutes as follows:

- Anti-idling banners in Speldhurst: The AC had got permission from Speldhurst School to put up the banners and she had asked the Groundsman to do this on the 1<sup>st</sup> December.
- Article on bins in Speldhurst – this had been scheduled for the beginning of 2022.
- Flowerbed outside office – the flowerbed was finished and the AC thanked Cllrs Langridge and Barrington-Johnson for their efforts.
- Playground report – see item 11a).
- Grass cutting on LGRG – The Clerk had met with Landscape Services and it had been agreed they would increase the cutting schedule for the areas of grass around the football pitches on the LGRG.
- Benches on LGRG – see item 11a).

- CCTV coverage outside the pavilion – a new camera had been installed and was in operation.
- Signs for LGRG – these had been agreed and were installed.
- Rubbish on LGRG –The AC had been keeping a log of any reports from the Groundsman of irregular rubbish deposits on the LGRG. There had not been any for a while however the latest concern was that some users of the Village Hall had put their general waste in SPC’s paper recycling bins which Veolia had then refused to empty because they were contaminated. The AC had spoken to the Village Hall manager who would ask the On-Duty Trustees to reinforce the message to hall-hirers that this was not acceptable. It was agreed that if the problem continues, SPC would request a damage deposit from the VH to cover the cost of the Groundsman rectifying the problem.
- The anti-idling banners in the LGRG carpark had been put up again.
- Commemorative bench – Cllr Langridge advised the AWG that the bench was no longer being installed on SPC land.
- Repair of stone wall Penshurst Road/Pocket Park – see item 11c).
- Survey of trees in the parish – this would be done in the new year.
- The Living Forest would complete the final phase of the tree maintenance work in March 2022.

9. **Financial Review**

The finance sheets had been circulated and there were no queries raised.

10. **Amenities Committee/Working Group Terms of Reference**

It was **RESOLVED** that the adoption of the Amenities Committee/Working Group Terms of Reference be recommended to Full Council with the addition of a paragraph referring to the temporary Working Group status as instructed by the Governance Committee and that in item 7C the “Pavilion Committee” be changed to “Pavilion Management Committee”.

11. **Parish Council Land**

a) **Langton Green Recreation Ground (LGRG)**

- **To consider and agree a contractor to carry out maintenance and repairs to the playgrounds as raised in the annual playground inspection report**

It was **RESOLVED** to make a recommendation to Full Council that the AC instruct the cheapest contractor out of the three quoting (once all quotes had been received) to carry out the works up to a total value of £4K.

- **To consider the installation of picnic benches on the LGRG including a supplier**

It was **RESOLVED** that the final decision regarding supplier, design and exact location be delegated to the Pavilion Management Committee. The Village Society had agreed to contribute £500 towards the project and Full Council had approved to spend up to £2K inclusive of any contribution from the LGVS. Cllr Mrs Lyle would inform Cllr Rowe and the AC of the Pavilion Management Committee’s final decision and the AC would administer the purchase.

- **To consider ways to reduce the costs of dog-waste bins on the LGRG**

Councillors discussed in detail the benefits of either removing the dog bins completely or the dog bags. After much discussion it was **RESOLVED** to retain the existing service for the

time being but to undertake a survey with appropriate communication in the new year on whether to continue to supply dog bags.

b) **The Green at Groombridge**

- **To consider action to prevent further erosion of the Green**

Cllr Myles had obtained 2 quotations for the installation of vertical wooden sleepers on the Green at Groombridge and a third was imminent. It was **RESOLVED** to make a recommendation to Full Council to instruct the cheapest of the three contractors up to a maximum value of £1,500.

- **To consider residents' requests regarding the disposal of grass cuttings**

A complaint had been received from a resident regarding grass cuttings being left to mulch into the grass after mowing which was considered unsightly. The matter was discussed and it was **RESOLVED** not to change the existing contract. Councillors considered the current arrangements to be best value.

c) **The Pocket Parks at Speldhurst**

**To consider repair of the damaged stone wall beside Penshurst Road**

Cllr Rowe had met Southern Stone on site. They would confirm the traffic management arrangements with KCC and then come back to the parish council to confirm the details. These works had been authorised by Full Council up to a value of £1,750.

12. **Items for Information:**

- Cllr Rowe had written a draft policy on the installation of benches on SPC land which all members would review. The AC was asked to add a paragraph regarding SPC having the right to remove a bench should it not be maintained and the Groundsman would be asked to let the AC know if a bench becomes unsafe. It was agreed that going forward, all new benches installed on SPC land would be made from recycled materials.

There being nothing further to discuss, the meeting closed at 9.00pm.

Chairman

Actions from Amenities Working Group

Action	Owner	Date created	Status
Maintenance carried out to playground equipment following annual inspection	Clerk Quotations in the process of being obtained. Full Council consent obtained to proceed with cheapest quote up to £4K.	29/11	Carry Over
Benches on LGRG outside pavilion primarily for café use	Pavilion Management Committee to choose product and locations and run these by Clerk and Chairman. Clerk to order.	29/11	
Bench policy – for commemorative benches	Cllr Rowe Draft circulated. Clerk to make suggested changes then recirculate.	29/11	

	To be reviewed at next meeting.		
Rubbish in SPC bins and on LGRG.	Log being kept by Clerk Groundsman reporting back to clerk. Monitor.	29/11	
Repair of stone wall – Penshurst Road/Pocket Park	Cllr Rowe – awaiting confirmation of logistics/specifics of quote from Southern Stone before they proceed.	29/11	
Survey of parish trees	Clerk to organise another survey.	Sept	Carry over to 2022
Survey on whether or not to keep dog bins and dog bags	Clerk	29/11	Carry over to 2022
Action to prevent further erosion of the Green at Groombridge	Cllr Myles/Clerk Once all 3 quotes received, Clerk to instruct cheapest contractor up to maximum of £1,500.	29/11	
Update Amenities Terms of Ref to reflect it is temporarily a WG as instructed by Governance Committee	Clerk	29/11	