

**Meopham Parish Council  
Environment & Amenities Committee Meeting  
held on 7<sup>th</sup> June 2016 at 7.30 p.m.  
at the Windmill, Meopham Green**

**Committee Members:** Cllr Gofton (Chairman) Cllr Knott (Vice Chairman), Cllrs D Bramer, Buchanan, Hasler, Howard, and Wade

**In attendance:** Mrs N Jerram (Clerical Assistant), Cllr M Bramer, Cllr McTavish, G Willsher (M&DFG)

**Item 1**      **To receive Apologies for Absence**

**E.1**            Apologies were received from Cllr P Howard (work commitments) and Ken Dare (M&DFG)

**Item 2**      **To receive Declarations of Interest**

**E.2**            There were no declarations of interest.

**Item 3**      **To approve minutes of the previous meeting**

**E.3**            The minutes of the meeting held on 09/02/16 were approved as a correct record on a proposal by Cllr Buchanan and seconded by Cllr Knott and all voted in favour.

**Item 4**      **Matters Arising**

**E.4**            There were no matters arising from the above.

**Item 5**      **Planning Applications**

**E.5**            The following applications were considered by this Committee

**2016/0431 - Albert Cottage, Wrotham Road, Meopham, Gravesend Kent DA13 0AN**

Erection of first floor extension over existing garage to form master bedroom with en-suite shower-room and walk-in wardrobe, with one further bedroom.

Cllr Buchanan declared an interest in this property.

Cllr Wade proposed a motion to recommend objection on the grounds of neighbours' concerns and over-development in the buffer zone of the conservation area, this was seconded by Cllr Hasler. 4 voted in favour of this motion and there were 2 abstentions.

**2016/04221 - Greenfarm Cottages, Meopham Green, Meopham, Gravesend Kent DA13 0QE**

Erection of two storey side and rear extensions.

Cllr Wade declared an interest in this property.

Cllr Hasler proposed a motion to recommend objection on the grounds of strong objection from neighbours, out of character and over-development in the conservation area. This was seconded by Cllr Knott, 4 voted in favour with 1 abstention.

**2016/0411 - Beaumaris Norwood Lane, Meopham, Gravesend Kent DA13 0YE**

Alterations to the existing roof height with construction of two dormer windows in the front elevation and two additional dormer windows in the rear elevation to create additional habitable living space.

Cllr Knott proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Hasler and all voted in favour. The motion was agreed.

**2016/0400 - Ye Olde Forge, Wrotham Road, Meopham, Gravesend Kent DA13 0AT**

Erection of a rear oak framed orangery.

Cllr Buchanan proposed a motion of no objection, subject to conservation area considerations. This was seconded by Cllr Knott; all voted in favour and the motion was agreed.

**KCC/GR/0103/2016 - Meopham Library, Wrotham Road, Meopham, Gravesend, Kent DA13 0AH**

Single storey new replacement library building, with associated external landscaping and car parking.

Cllr Buchanan proposed a motion of no objection, this was seconded by Cllr Hasler and all voted in favour. The motion was agreed.

**2016/0404 - Westview Wrotham Road, Meopham, Gravesend DA13 0QB**

Erection of a single storey rear extension with an open porch. Installation of a window in the rear elevation.

Cllr Hasler proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Buchanan and all voted in favour.

**2016/0492 - 9 Hadley Close, Meopham, Gravesend, Kent DA13 ONX**

Construction of a dormer extension in the rear roof slope and a dormer window in the front roof slope incorporating alterations to the hipped roof to form gable ended roof, installation of two lights in the front and side roof slopes, conversion of the loft space into three bedrooms, ensuite wet room/wc and a bathroom, erection of a single storey rear extension to form enlarged kitchen and erection of single storey front extension to form hall incorporating alterations to the hipped roof at the front to form gable end and erection of front porch.

Cllr Wade proposed a motion of no objection, subject to neighbour consultation, this was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

**2016/0472 - 27 Nursery Road, Meopham Gravesend, Kent DA13 ONE**

Erection of a single storey rear extension.

Cllr Wade proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

**2016/0482 - Rabbits Corner, David Street, Meopham, Kent DA13 0BT**

Demolition of the existing sunroom and erection of enlarged sunroom at the side of the house.

Cllr Wade proposed a motion of no objection, subject to the application meeting listed building regulations. This was seconded by Cllr D Bramer and all voted in favour. The motion was agreed.

**2016/0483 - Rabbits Corner, David Street, Meopham, Kent DA13 0BT**

Application for Listed Building Consent for the demolition of the existing sunroom and erection of enlarged sunroom at the side of the house.

Cllr D Bramer proposed a motion of no objection, subject to the application meeting listed building regulations. This was seconded by Cllr Wade and all voted in favour. The motion was agreed.

**2016/0163 - Challex, Ridge Lane, Meopham, Kent DA13 ODP**

Erection of a single storey front extension with alterations to the roof incorporating a dormer window in the front roof slope to form rooms in the roof space and erection of a conservatory.

Cllr Buchanan proposed a motion of no objection, subject to the application meeting Green Belt Policy. This was seconded by Cllr Knott and all voted in favour. The motion was agreed.

**2016/0261 - The Ivy House, Wrotham Road, South Street, DA13 0QJ**

Conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

**2016/0262 - The Ivy House, Wrotham Road, South Street, DA13 0QJ**

Application for Listed Building Consent for the conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

**Deferred for comment awaiting GBC site visit.**

**Cllr Jo McTavish left the meeting**

**Item 6      Village Greens/Harvel Pond**

**6.1            To consider work required on Harvel Pond**

**E.6**            Cllr Gofton spoke of her meeting with Louise Martin to discuss the works required on the pond and the issue that Harvel Pond is not registered as MPC owned.

Cllr M Bramer pointed out that the records in the Parish Office showed evidence that the pond was owned by MPC and the residents of Harvel were of the opinion MPC needs to accept ownership.

Cllr Wade said we need to register Harvel Pond with the Land Registry before carrying out any works.

Cllr Buchanan suggested that in the interim we need to take responsibility for the pond and seek to register the pond in due course.

Cllr D Bramer suggested we approach Groundworks to look at the pond and assess what work needs to be done. Members were in agreement to this action.

**Action: Clerk**

**E.7**            It was agreed by members that a letter should be sent to Louise Martin informing her that we will be addressing her issues and concerns but no works will be carried out while the moor hens and ducks are nesting.

**Action: Clerk**

**E.8** Discussions followed regarding the boundary of the pond for registering. Cllr Gofton suggested contacting the land registry for the boundary details of Pond Farm House to establish the boundary of Harvel Pond. **Action: Clerk**

**6.2** **To look into registering any unregistered Village Greens**

**E.9** Members discussed the above and Cllr Buchanan proposed a motion that the council look into registering all unregistered village greens, this was seconded by Cllr Gofton and all members voted in favour.

**6.2.1 To receive any recommendations from A&R concerning registration of Meopham Green and if appropriate to approve any necessary expenditure**

**E.10** Cllr M Bramer informed members that the A & R Committee recommended that the Council looks into registering all of Meopham Green. The area leased by the cricket club would automatically trigger registration. A& R recommended registering the remaining part of Meopham Green, subject to E&A approving expenditure. Agreement for registering the greens has been agreed in the above item, 6.2, ref.E.9.

**6.3** **Village Green Review**

**E.11** Cllr Wade suggested all village greens that are not owned by MPC are listed and to look into finding out ownership of these greens.

**6.4** **To discuss letter received from resident requesting footpath at Culverstone Green**

**E.12** Cllrs Knott and Gofton visited the Green and the recommendation was there is no need for a footpath currently. Discussions followed and all members agreed to reply to the resident as above.  
**Action: Clerk**

**Item 7** **Rights of Way, including Footpaths Group**

Cllr Gofton proposed standing orders were suspended to allow Gillian Willsher (M&DFG) to speak. This was seconded by Cllr Buchanan and all voted in favour.

Standing orders were then reinstated.

**7.1** **Update on Millsole Green**

No update.

**7.2** **To note an incident on Footpath NS261**

Members noted the incident.

**Item 8**            **Recreation Ground and Playground Equipment**

**8.1**                **To consider the replacement of the wetpour area following a report from GBC advising edges lifting and becoming a possible trip hazard**

**E.13**                Cllr Wade advised members that the park side edge of the wetpour had lifted ½ inch and was in need of repair. Members discussed repairing the wetpour in parts as and when necessary and to obtain 3 quotations.  
**Action: Clerk**

**8.2**                **To consider and approve if appropriate the purchase of the paint for the teen shelter**

**E.14**                Members discussed the purchase of paint for the teen shelter and Cllr Hasler informed members he had anti-graffiti paint to coat the shelter when painted. Cllr Buchanan proposed a motion to approve the purchase of paint, this was seconded by Cllr Knott and all voted in favour.  
**Action: Clerk**

**8.3**                **To consider and approve replacing the broken wooden bin on Judson's Recreation Ground**

**E.15**                Cllr Wade spoke of the green metal bins purchased in the past which are closed in and prevent birds from entering them and fires being started. Discussions followed and it was agreed by all members that the Clerk investigate into the cost of 3 of these metal bins.  
**Action: Clerk**

**8.4**                **On a motion proposed by Cllr Gofton, to consider investigating The cost of an information sign at Judson's Recreation Ground**

**E.16**                Cllr Wade said there was a metal information sign at Judson's in the past which was vandalised. Cllr Buchanan suggested the council look into this again when the Pavilion is re- built. Members discussed the possibility of a small sign being erected in the interim.

**Item 9**            **Youth**

**9.1**                **To discuss a possible venue for Youth Activities for the summer**

**E.17**                Cllr Gofton said there was no venue facility for the youth of the parish to congregate in the summer. Members discussed the need to re-engage with the Grand to use Judson's. Cllr Gofton asked Cllr Hasler to speak with his contact at the Grand and to liaise with the Clerk on contacting them.  
**Action: Cllr Hasler/Clerk**

**Item 10**      **Small Grant Policy**

**10.1**            **To agree the arrangements for the small grant policy 2016/2017**

**E.18**            Discussions took place and it was agreed to:

- Advertise in the September issue of the Meopham Review
- Distribute details around all notice boards in September
- Post details on MPC website during September
- Advertise in the next Meopham Mercury

Potential applicants to be aware that if they wish to apply for a small grant, applications should be in by Friday 28th October 2016.

**Action: Clerk**

**Item 11**      **Notice Boards**

**11.1**            **Update on replacement of Culverstone Notice Board**

**E.19**            Members discussed that the contractor had omitted to add the name of the Council at the top of the new notice board at Culverstone. Cllr Gofton informed members this issue was being addressed.

**Item 12**      **Financial Matters**

**12.1**            **To approve the Environment and Amenities Committee Expenditure from 01/04/16 to 07/06/16**

**E.20**            Cllr Buchanan proposed a motion to approve expenditure, this was seconded by Cllr Knott and all voted in favour.

**12.2**            **To note the Environment and Amenities Committee Income and Expenditure for the 2016/2017 financial year**

This was noted by all members

**Item 13**      **Correspondence**

**13.1**            **To note correspondence received**

This was noted by all members

The meeting closed at 9.30PM

Signed.....Dated.....