

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 29th January 2019 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, and B. Wade

In attendance: S. Eggesden (Clerk), N. Jerram (Clerical Assistant), Cllr J. McTavish, R. Marwaha (The Grand Youth Worker), T Seeley (Secretary Meopham & District Allotment Association) and 2 members of MDAA

Item 1 **To receive Apologies for Absence**

E.84 Apologies were received from Cllr S. Gofton (unwell), Cllr P. Luxford (holiday), Cllr P. Hasler, I. Carey (Pond Warden), K. Dare (M&DFG)

Item 2 **To receive Declarations of Interest**

E.85 There were no declarations of interest.

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

E.86 The minutes of the meeting held on 13.11.18 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer and all voted in favour.

Item 4 **To consider matters arising from the above Minutes**

E.87 Item E.80. Concern from resident regarding trees on Edmund Green. Clerk confirmed letter sent to resident with tree survey results dated 26th November 2018.

Item 5 **Youth Club – To consider the future of Meopham Youth Club with Youth Worker from The Grand**

Cllr Buchanan proposed a motion to suspend standing orders to allow discussion with R. Marwaha (RM) from the Grand. This was seconded by Cllr M Bramer and all voted in favour.

E.88 Discussions followed on the future of Meopham Youth Club. RM explained the set up with youth clubs in other parishes. It was noted that more equipment is needed to take the youth club forward with better facilities. Members spoke of the re-build of Judson's Pavilion which would house the club in the future. Discussion took place on the best way forward; to re-launch the club when the pavilion is built and liaise with The Grand on what equipment is needed.

Cllr D Bramer thanked RM for attending the meeting.

7.50pm – RM left the meeting.

Standing Orders were reinstated.

It was agreed to:

- (1) Liaise with The Grand regarding equipment required
- (2) Proposed re-launch, including visits to Meopham Schools by The Grand

E.89

Cllr M Bramer then proposed the following motion:

- (1) Delay the launch of the youth club until Judson's Pavilion is ready.
- (2) Funds currently in Youth Club Budget earmarked for the purchase of equipment and future sessions.

This motion was seconded by Cllr Wade and all voted in favour.

Cllr D Bramer proposed a motion to bring **item 9** forward and to then suspend standing orders to allow discussions with T Seeley (TS) Meopham & District Allotment Association. This was seconded by Cllr B Wade and all voted in favour.

Item 9

Allotments

9.1 To note the end of the fixed term agreement at Southdown Shaw Allotments (01.04.19)

E90

Members noted the above. Discussions followed with TS on the temporary toilets which are requested and approved every year. Members noted that suitable wording should be added to the lease regarding the temporary toilets as an exception to the no buildings clause. It was confirmed that Meopham & District Allotment Association would be notified beforehand of any proposed changes to the lease.

TS advised members on the allotment association's decision on polytunnels following guidance from the planning authority. Polytunnels are permitted provided they are of a certain size, then they are not subject to planning permission, and as long as they are a seasonal temporary building to be removed by the end of the summer. TS passed a copy of this agreement to the clerk.

Cllr Wade asked if the parish council could be provided with a plan of the water pipe system to keep on file for future reference.

TS reported that the main gate to the allotment site is in need of attention and this was noted. **Action: Clerk**

Cllr D Bramer thanked members of M&DAA for attending the meeting.

8.10pm 3 Members of M&DAA left the meeting.

Standing orders were then reinstated.

9.2 To review the rent and a further agreement for recommendation to the A&R Standing Committee

- E.91** Members considered the above. On a proposal by Cllr M Bramer, seconded by Cllr B Wade, all members voted to increase the rent in line with inflation since the start of the current contract i.e. to £385 p.a. and to forward the revised agreement to the A & R Committee for discussion.
Action: A&R Committee

9.3 Update on allotment fence repair

- E.92** The clerk informed members that the repairs would be carried out during the month of February.

Item 6 Rights of Way, including Footpaths Groups
6.1 Update from Meopham & Districts Footpath Group

- E.93** Cllr D Bramer read a brief report from K Dare (M&DFG):
1. The group are unable to pursue the erection of a storage shed on the container site.
 2. Continued thanks to the chairman for her assistance.

Item 7 Village Greens/Harvel Pond
7.1 Cricket Club parking area on Meopham Green:- to consider formalising an agreement regarding parking on a section of the green in front of Green Farm Cottages and to consider any cost implications with this, for recommendation to Full Council for final approval

- E.94** Following discussions members agreed not to pursue installation of the posts and drop-down posts on this area and that an agreement be drawn between Meopham Parish Council and the Cricket Club for parking on that area of the green. Cllr D Bramer proposed a motion for the clerk to formalise an agreement in conjunction with the chairman of A&R for recommendation to Full Council. This was seconded by Cllr Buchanan, there were 3 voted in favour with 1 abstention.
Action: Clerk/Cllr M Bramer

7.2 Memorial Bench at Harvel Green, installation previously approved at Full Council on 24.04.18
7.2.1 to approve the design of the new bench and the location

- E.95** Cllr D Bramer proposed a motion to accept the design and location of the new bench, this was seconded by Cllr Wade and all voted in favour.

7.2.2 to consider approving an undertaking from the resident for future maintenance of the new bench as mentioned in 7.2.1

- E.96** The clerk advised members of an update on the above item as follows:
- The resident has confirmed that they wish to pay £500 for future maintenance of the bench in line with the council's memorial bench maintenance policy.

7.2.3 to consider and approve, if appropriate, the cost for the removal of the bench at back of Harvel Green

E.97 After discussion members agreed to not remove the bench at the back of Harvel Green.

7.3 To consider the replacement of 21 posts on Harvel Green (either missing or rotting) and the reinstatement of 1 post

E.98 Following consideration, Cllr D Bramer proposed a motion to proceed with the above item and to delegate to the clerk to spend up to £500. This was seconded by Cllr Wade. There were 3 votes in favour and 1 against. The motion was therefore approved.

Action: Clerk

7.4 To consider installing a Remembrance Bench on Meopham Green

E.99 Due to costs involved and possible vandalism Cllr D Bramer proposed a motion not to proceed with installing a remembrance bench on Meopham Green. This was seconded by Cllr Buchanan and all voted in favour.

7.5 Priestwood Green – to note the response from a resident regarding access across Priestwood Green

E.100 Members noted the above. After discussion it was agreed that a letter be sent to the resident requesting that permission be obtained from the parish council if vehicle access is needed in the future from the road across the village green to the garden of Priestwood Farm. This motion was proposed by Cllr Wade, seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 8 Judson's Recreation Ground

8.1 To note Annual Playground Inspection Report from GBC and consider list of recommendations

E.101 Cllr D Bramer explained to members that certain equipment had been removed from the playsite as it is considered unsafe following a health and safety inspection carried out by GBC. It was agreed that repairs scheduled to be carried out in February to this equipment are no longer required, following the advice received from GBC on the lifespan of this piece of equipment. The removal of the equipment would have to be agreed by Full Council as it is an asset.

Following discussion Cllr D Bramer proposed a motion to delegate to the clerk to contact Playdale and cancel the repairs and to obtain a quotation for a new nest swing, using the budget already allocated for repairs. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Members considered further recommendations from GBC and Cllr D Bramer proposed a motion to delegate to the clerk to spend up to £200 to replace the signage at the playsite. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 9 **Allotments** - This item was addressed earlier.

Item 10 **Notice Boards**
10.1 To consider the replacement of the notice board at Neville Parade

E.102 Members considered costs to replace the above notice board following a report on its condition at the last meeting. Cllr D Bramer proposed a motion to delegate to the clerk to spend up to £1500 for a replacement notice board at Neville Parade. This was seconded by Cllr M Bramer and all voted in favour. It was agreed that suggested designs would be circulated to committee members for approval before ordering.
Action: Clerk

Item 11 **Litter Pick**
11.1 Update on litter pick on 26th January 2019

E.103 Cllr D Bramer reported a very successful litter pick. 23 residents attended with 30 sacks of rubbish collected. A number of parishioners who did not meet at the windmill litter picked areas where they live. Special thanks to The Cricketers PH who provided free tea and coffee for participants.

It was noted that more litter picking equipment is needed at the parish office i.e. hi-viz jackets and rings for black sacks. Members agreed to look into funding for this.

Item 12 **Financial Matters**
12.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.104 The above payments had previously been approved.

12.2 To note the Environment and Amenities Committee expenditure up to 2018/2019

E.105 Members noted expenditure.

Item 13 **Correspondence**
13.1 To note correspondence received

E.106 Members noted correspondence list.

An email was discussed which was received (23rd January 2019) from NHW. Cllr D Bramer proposed a motion that the clerk draft a reply in conjunction with the acting chair of E&A to say that the decision on grants made at the November meeting (13.11.18) still stands but they are welcome to apply again in September 2019. This was seconded by Cllr M Bramer and all voted in favour.
Action: Clerk/Cllr D Bramer

Meeting closed at 9.25pm

Appendix 1**E&A Committee expenditure - from 07/11/18 TO 23/01/19**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DIRECT DEBIT	18.11.18	SOUTHERN ELECTRIC	ELECTRIC BILL	£34.37	£1.63	£32.74
2248	20.11.18	VR SANI-CO	HAND DRYER	£162.00	£27.00	£135.00
2249	20.11.18	GREENBARNES LTD	NOTICEBOARD - WINDMILL SITE	£1,725.68	£287.62	£1,438.06
2256	21.11.18	MEOPHAM COUNTRY CLUB	MPC GRANT	£500.00		£500.00
2257	21.11.18	NURSTEAD PAROCHIAL CHURCH COUNCIL	MPC GRANT	£750.00		£750.00
2258	21.11.18	M&DFG	MPC GRANT	£340.00		£340.00
2259	21.11.18	MEOPHAM SECONDARY SCHOOL	MPC GRANT	£450.00		£450.00
2260	21.11.18	MEOPHAM PLAYERS	MPC GRANT	£300.00		£300.00
2263	27.11.18	OTS	TREE SURVEY	£360.00	£60.00	£300.00
2264	27.11.18	PLAYDALE	PLAY AREA REPAIRS	£472.56	£78.76	£393.80
2268	03.12.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.11.18	£475.00		£475.00
2269	04.12.18	MAY HARRIS	TOILETS & CONSUMABLES - UP TO 30.11.18	£694.84	£115.81	£5,973.03
2270	05.12.18	MAY HARRIS	TOILETS & CONSUMABLES - UP TO 31.10.18	£567.74	£94.63	£473.11
2273	14.12.18	H ANTWISS	EMERGENCY REPAIR - PITFIELD GREEN TOILETS	£295.00		£295.00
2281	14.01.19	ELEMENT UK LIMITED	BUS SHELTER CLEANSING	£210.00	£35.00	£175.00
2291	23.01.19	GRAVESHAM NETWORK DEV CIC	THE GRAND - 7 X YOUTH SESSIONS	£525.00		£525.00

DRAFT