

**Meopham Parish Council  
Environment & Amenities Committee  
held on 9<sup>th</sup> February 2016 at 8.00 p.m.  
at the Windmill, Meopham Green**

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

**In attendance:** Mrs N Jerram (Clerical Assistant), Cllr Ogden, Cllr McTavish, G Willsher and K Dare (M&DFG from 8.15pm)

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

**E.92**            Apologies were received from Cllr P Howard and Sarah Eggesden (Clerk) Unwell.

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

**E.93**            There were no declarations of interest.

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

**E.94**            The minutes of the meeting held on 17/11/15 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.95**            Page 3 Item E.80 recommendations from the Judson's Sub Committee Meeting, Cllr Powell said the electricity inspection had been carried out at least 5 years ago not 3 as stated.

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

**E.96**            The following applications were considered by this Committee

**2016/0039 - 26 CRICKETERS DRIVE, MEOPHAM, GRAVESEND, KENT DA13 0AX**

Demolition of existing garage and erection of a single storey rear extension.

Cllr Hasler proposed a motion of no objection subject to neighbour consultations and this was seconded by Cllr Wade. All voted in favour of no objections and the motion was agreed.

**2015/1152 - IVY COTTAGE, LEAFY LANE, MEOPHAM, GRAVESEND, KENT, DA13 0DR**

Erection of a single storey side extension and new external staircase.

Members discussed the issues with the above planning application and Cllr Leyshon proposed a motion to defer this application to the A&R meeting (8.3.16), this was seconded by Cllr Wade, all voted in favour. The motion was agreed.

**2015/1244 - HIGHVIEW, LONGFIELD ROAD, LONGFIELD, GRAVESEND, DARTFORD DA3 7AP**

Retrospective planning consent for the storage of vehicles, trucks and heavy goods vehicles, their maintenance and repair and distribution to the UK and global markets (suigeneris) retention of maintenance and repair building, ancillary portacabin office, staff restroom and toilet together with two storage containers for small tools, plant and spare vehicle parts, boundary landscaping, and hard standings.

Members discussed the issues with the above planning application and Cllr Buchanan proposed a motion to defer this application to the A&R meeting (8.3.16), this was seconded by Cllr Leyshon, all voted in favour. The motion was agreed.

**2016/0025 - PURVIL WOOD COTTAGE, LEYWOOD ROAD, MEOPHAM GRAVESEND KENT DA13 0UH**

Proposed demolition of existing conservatory and erection of two storey side extension.

Cllr Powell proposed a motion to recommend objection on the grounds of the building works exceeding the 30% Green Belt regulation, this was seconded by Cllr Wade and all voted in favour.

**2016/0028 - GATES PLACE, WROTHAM ROAD, MEOPHAM, GRAVESEND KENT DA13 0HX**

Partial demolition of dwelling involving retention of the front facade and rebuilding of dwelling including its enlargement at the side and rear and conversion of enlarged roof space.

Cllr Knott proposed a motion of no objection subject to neighbour consultation and this was seconded by Cllr Buchanan. 5 voted in favour of this motion and there were 4 abstentions.

**2015/1209 - 5 EDIVA ROAD, MEOPHAM, GRAVESEND, KENT DA13 0NA**

Erection of rear and side single storey extensions and construction of a dormer extension in the rear roof slope.

Cllr Gofton proposed a motion of no objection subject to Gravesham Borough Council's approval of dormer window, this was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

**2015/1191 - ORCHARD VIEW, 12 NEW ROAD, MEOPHAM, GRAVESEND KENT DA13 0LS**

Application for minor material amendment to planning permission reference number 20150201 for the erection of a two storey rear extension to form enlarged lounge and kitchen at ground floor level with the addition of a first floor level to form four bedrooms, one family and two ensuite bathrooms, and walk in wardrobe, creation of two bay windows at the front; to allow the re-positioning of the new side window and enlarge the window to 1200 mm x 1200 mm.

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

**2015/1137 - GREENACRES FARM, BRIMSTONE HILL, MEOPHAM, GRAVESEND DA13 0BN**

Erection of a single storey front extension and change of use from holiday let to annex

Cllr M Bramer proposed a motion to recommend acceptance of this application subject to:

- (1) an appropriate legally-binding agreement can be made with the owner to ensure that the building remains an annex and can never be sold as a separate unit.*
- (2) the increase in footprint is no greater than the 30% guideline for Green Belt properties.*

This motion was seconded by Cllr Leyshon and all voted in favour. The motion was agreed.

**2015/1255 - LAND ADJACENT TO LEYLANDS FARM COTTAGE, WROTHAM ROAD, MEOPHAM, GRAVESEND KENT DA13 0QG**

Application for a minor material amendment to planning permission reference no. 2015/0812 for conversion of existing outbuilding to a two bedroom residential dwelling with parking: to allow construction of two dormer windows in the front roof slope and one dormer window in the rear roof slope with conversion of the roof space into habitable rooms.

Cllr Knott proposed a motion of no objections; this was seconded by Cllr Hasler and all voted in favour of no objection.

**2016/0069 - 6 OAKMEAD, MEOPHAM, GRAVESEND, KENT DA13 0PL**

Erection of part two storey and part first floor rear extension.

Cllr Powell proposed a motion of no objection. This was seconded by Cllr Hasler. 8 voted in favour with 1 abstention.

**Item 6**            **Village Greens/Harvel Pond**

**6.1**                **On a motion proposed by Cllr Gofton, to consider either a bench or a suitable memorial in each of the 3 wards to celebrate the Queen's 90<sup>th</sup> Birthday and approve funding**

**E.97**              Following discussion it was agreed to withdraw this motion.

**6.2**                **Update on the replacement of posts on the Village Greens**

**E.98**              Cllr Powell asked how the service contractor's work was being monitored and who was checking that the post work done was satisfactory.

Cllr Wade said the Clerk should be responsible for checking works carried out are satisfactory.

Cllr Powell suggested service contractor should present a written report each week of works completed and also spoke of considering a post and fence specialist contractor to alleviate some of the work from current service contractor.

Discussions followed with reference to temporary posts still in place at Harvel Green. Cllr Leyshon commented that the service contractor may not have been asked to remove any temporary posts.

It was noted that posts on Hook Green had fallen over in the recent strong winds.

**Action: Clerk**

**6.3**                **Update on work required from the Village Greens Survey**

**E.99**              Cllr Wade spoke of Priestwood Green works not completed satisfactorily. Cllr Wade agreed to email photos of Priestwood Green to Clerk.

**Action: Cllr Wade/Clerk**

Members discussed who owns Fowlers Stone Green. Cllr M Bramer suggested we find out who owns this green from Kent Highways and establish who is responsible for its upkeep.

**Action: Clerk**

**6.4 To consider work on Harvel Pond**

Cllr Knott spoke of her attendance at the recent Harvel Residents Association Meeting and her discussion with Louise Martin of Harvel Residents Association, regarding proposed maintenance works to the pond and the possibility of replacing the duck house.

Cllr Powell suggested the fence around Harvel pond is in need of attention and Dean Lane side there are 3 broken fence posts.

Discussions followed and members agreed to look into maintenance of the pond and possibly replacing the duck house. It was agreed the Clerk would write to Louise Martin in due course.

Cllr Leyshon suggested looking into the ownership of Harvel Pond.

Cllr Knott informed members that Louise Martin said she would look into ownership.

**Action: Clerk**

**6.5 To consider a 6 monthly review of the current Service Contract arrangements**

Cllr Wade reported Judson's Recreation Ground was not cleared of debris and leaves and the play area needed cleaning.

Discussions followed regarding jet washing the area. Cllr Wade advised members that GBC jet washed the play area last year free of charge. It was agreed that the ground must be dry before vehicles can drive on to the Recreation Ground to carry out cleaning.

Cllr Hasler spoke of the possibility of getting a post specialist in to finish Village Green post works.

Cllr Leyshon asked who makes the decision to prioritise works and suggested Cllr Gofton should have the responsibility to decide.

Cllr Powell stressed the need to monitor works on a weekly basis.

Members discussed the possibility of another service contractor who specialises in fence and post work if schedule of works is too extensive for current service contractor.

Cllr Gofton proposed a motion for herself, the service contractor, Clerk and Cllr Knott to meet and address the post works. All members agreed.

**Action: Cllr Gofton/Clerk**

**Item 7 Rights of Way including Footpaths Groups**

**7.1 Update on Millsole Green**

**E.100** No update.

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

Standing orders were then reinstated.

**Item 8 Recreational Ground and Playground Equipment**

**8.1 To receive a report from the Judsons Pavilion Rebuild Sub Committee from the meeting on 4/2/16**

**E.101** Cllr Gofton suggested an Extraordinary Meeting of Full Council, dates to be circulated as soon as possible, to address the issues raised in the Judson's Pavilion Sub Committee Meeting held 4.2.16 and have a positive meeting to make a decision on the rebuild of Judson's Pavilion.

Cllr Buchanan stressed the importance of obtaining an electrical report and asbestos survey as soon as possible.

Cllr M Bramer advised members that the Clerk is in the process of obtaining quotations for electrical and asbestos reports from the emergency fund.

***Action: Clerk***

Discussions followed and it was agreed to call a Full Council meeting as soon as possible, dates to be circulated.

**8.2 To receive an update on the work in the play area following the annual play inspection report**

**E.102** Cllr Gofton spoke of Gravesham Borough Council's new playground checking procedure and suggested ward councillors prepare a rota for an inspection once a week of the play area and investigate any defects flagged up by GBC's reports. Discussions followed and members agreed.

**Item 9 Notice Boards**

**9.1 To consider the replacement of the notice boards for Culverstone, Judson's Recreation Ground and Camer Parade and to approve funding**

**E.103** Following discussion it was agreed the above motion be moved to closed session when quotations received could be discussed.

**Item 10**      **Litter Pick**

**10.1**            **To note the date of the next litter pick in the village**

**E.104**            Members noted the date.

**Item 11**      **Grant Policy**

**11.1**            **On a motion proposed by Cllr D Bramer, to consider reviewing Meopham Parish Council's Grant Policy**

**E.105**            It was agreed that Cllr D Bramer would speak with the Clerk and review the wording of the Grant Policy to be put to Full Council.  
***Action: Cllr D Bramer/Clerk***

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

**12.1**            **To approve the Environment and Amenities Committee Expenditure from 11/11/15 to 2/2/16**

Two points were queried by members:

1553 – Harvel Gate cost £210.00 was this price for the whole of the works.

1525 – Cllr Powell understood tree survey by OTS was free of charge. Members discussed payment for survey was approved at E&A (17.11.15)

Cllr M Bramer proposed a motion to approve expenditure, this was seconded by Cllr Hasler and all voted in favour.

**12.2**            **To note the Environment and Amenities Committee Income and Expenditure for the 2015/2016 financial year**

**E.106**            This was noted by all members.

**Item 13**      **Correspondence**

Cllr M Bramer raised concerns regarding email from GBC re: policy relating to the buying and selling of land by Gravesham Borough Council officers and the possibility of land being sold on to property developers. Members noted this and it was agreed Cllr M Bramer would speak with the Clerk and help in the process of looking into this further.

***Action: Cllr M Bramer/Clerk***

Cllr Buchanan spoke of concerns with online planning applications passed to Meopham Parish Council for consultation. It was agreed plans would not be easily accessible.

9.30pm – Ken Dare and Gillian Willsher left the meeting.

**CLOSED SESSION**

**Pursuant to Standing Order 5 – Motion to exclude the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business**

**Item 14**      **Trees**

**14.1**            **To consider the quotations submitted for the tree work in the parish following the Tree Survey and approve a contractor**

**E.107**            Quotations were discussed and on a proposal by Cllr Gofton and seconded by Cllr Hasler, it was agreed by all members to proceed with O.T.S. All voted in favour.

**(Item 9 moved to closed session)**

**Item 9**            **Notice Boards**

**9.1**                **To consider the replacement of the notice boards for Culverstone, Judsons Recreation Ground and Camer Parade and to approve funding**

**E.108**            It was agreed that the notice board at Culverstone should be replaced but the notice board at Camer Parade was not in need of replacement but possible refurbishment and Judson’s should wait until the Pavilion refurbishment.

Quotations received were discussed and it was agreed to proceed with Howard Antwiss to replace the notice board at Culverstone.

All members agreed Clerk to speak to Howard for a price for this board.

***Action: Clerk***

Cllr Powell proposed a motion to go ahead with these works this was seconded by Cllr Buchanan and all members voted in favour.

The meeting closed at 9.40PM

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