

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 6th September 2016 at 7.30 p.m.
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk), Cllr M Bramer, Cllr McTavish, K Dare and G Willsher (M&DFG) and 5 residents

Item 1 **To receive Apologies for Absence**

E.23 There were no apologies

Item 2 **To receive Declarations of Interest**

E.24 There were no declarations of interest.

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

E.25 The minutes of the meeting held on 07/06/16 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.26 Cllr Wade asked about the MPC name on the Culverstone notice board. Cllr Gofton reported that stick on letters had now been purchased and they needed to be put up.

Item 5 **Village Greens/Harvel Pond**

5.1 **Harvel Pond - update on meeting with Kent Wildlife Trust and to agree, if appropriate, £300 for a survey of Harvel Pond by Kent Wildlife Trust**

E.27 Cllr Gofton spoke about the meeting with Kent Wildlife Trust. It has been confirmed with KCC that MPC do own Harvel Pond as part of Harvel Green. Moving forward, KWT can carry out a survey of the pond for £300 (which could potentially be recouped via grants). Nature and wildlife at the pond is currently sparse but it could be rejuvenated. The water for the pond runs off the road. MPC want to work with residents of Harvel on this project and will be looking to hold a meeting with residents, MPC and KWT in Harvel in due course. It was suggested that KWT could contact any members they have in Meopham on this.

The Chairman proposed that Standing Orders were suspended to allow residents to speak. This was seconded by Cllr Knott and all voted in favour.

Residents spoke on the history of the pond, the fence and maintenance carried out by one resident.

Standing orders were then reinstated.

E.28 Cllr Buchanan proposed that the committee agree to instruct KWT to carry out a survey of Harvel Pond at the cost of £300. This was seconded by Cllr Howard and all voted in favour. The motion was agreed.

Action: Clerk

5 residents left the meeting.

5.2 **Village Greens – Update on registering the Village Greens**

E.29 Cllr M Bramer spoke on his visit, along with the Clerk, to see Melanie McNeir at KCC. The clerk has produced 2 lists for council of its maintained village greens and non-council maintained village greens. This is currently work in progress. It was agreed a photographic record of the greens would be useful to have on file. The clerk would now speak to KCC Legal regarding getting all the PC maintained greens registered for the ones that have not yet been done.

Action: Clerk

5.3 **To agree for councillors to carry out the annual survey of Parish Council maintained village greens in the parish**

E.30 Survey forms were handed out to members to be returned to the parish office by Friday 21st October, in time for the next E&A meeting. It was agreed that members should also look at the village greens not owned by the council and report back.

Action: Clerk

Item 6 **Rights of Way, including Footpaths Group**

6.1 **Update on Millsole Green**

E.31 As the council does not own this village green it does not have any power to maintain this. The issue is regarding encroachment from another property and it was agreed that the clerk would obtain a definitive map from KCC so the boundaries can be checked.

Action: Clerk

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

Standing orders were then reinstated.

Item 7 **Voluntary Litter Pick - Update**

E.32 Cllr Gofton reported on last Saturday's litter pick attended by 4 residents and 4 councillors. 10 black sacks of rubbish were collected. Communication is an issue when publicising the litter picks and this was being worked on for the next litter pick on 3rd October 2016.

Item 8 **Youth Club - update**

E.33 Cllr Knott reported that she has spoken with Jackie Cooper and Henry at the Grand and they are looking into arrangements for a youth bus but would still need access to toilets/facilities for providing drinks. With Judson's Pavilion closed it was agreed to look into alternative venues. Cllr Gofton agreed to contact Meopham Leisure Centre and Meopham Scouts.
Action: Cllr Gofton

Item 9 **Service Contract**

9.1 **Annual Review**

E.34 Councillors reported that they were happy with the service contractor's work to date. It was agreed to amend the work schedule to include all the parish maintained greens and the bus shelters. The clerk reported that the contractor has been maintaining all of these areas.
Action: Clerk

Item 10 **Allotments - update**

E.35 Cllr Gofton reported that the clerk has instructed the contractor to cut the rough grass area in September, the service contractor will be setting in new posts at the allotment and re-hanging the gate plus strimming round the gate area and that there are currently vacant plots at the allotment which the council has helped to advertise

Cllr Wade reported that 1 fence panel is collapsing near to the gate and it was agreed the clerk would inform the service contractor to repair this. It was also agreed the clerk would request a map of the water pipe locations from the Allotment Association.
Action: Clerk

Item 11 **To consider any potential E&A projects for 2017-18 in preparation for the forthcoming Pre Budget meeting in October**

- E.36** Harvel Pond is already noted as a project for 2017-18. Cllr Gofton requested members to forward any ideas they might have to her before the October meeting.
Action: All Members

Item 12 **Financial Matters**

12.1 **To approve the Environment and Amenities Committee Expenditure from 01/06/16 to 31/08/2016**

- E.37** Cllr Buchanan proposed a motion to approve expenditure, this was seconded by Cllr Howard and all voted in favour.

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

- E.38** This was noted by all members

Item 13 **Correspondence**

13.1 **To note correspondence received**

- E.39** This was noted by all members

The meeting closed to member of the public at 8.50pm. Members of the public and Cllrs M Bramer and McTavish 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 **To consider and approve the following quotations:–**

14.1 **To consider the quotations submitted for work on the edging of the wet pour area at Judson’s Recreation Ground and approve a contractor**

E.40 Cllr Gofton proposed that the quote for Playdale is accepted, subject to them carrying out a new site survey. This was seconded by Cllr Wade and all voted in favour. The motion was agreed.
Action: Clerk

14.2 **To consider the quotations submitted for a new metal litter bin for Judson’s Recreation Ground and approve a contractor**

E.41 Cllr Wade informed members that the council should have the same bin currently in the area because of the key for GBC to empty the bins. It was agreed to defer this item.
Action: Clerk

14.3 **To consider the quotations submitted for tree work behind the fenced in play equipment area at Judson’s Recreation Ground**

E.42 Cllr Wade proposed that the quote for The Original Tree Surgeons is accepted. This was seconded by Cllr Hasler and all voted in favour. The motion was agreed.
Action: Clerk

14.4 **To consider the quotations submitted for cutting back the perimeter vegetation on Judson’s Recreation Ground**

E.43 Cllr Wade proposed that the quote from Highview Trees is accepted. This was seconded Cllr Buchanan and all voted in favour. The motion was agreed.
Action: Clerk

14.5 **To consider the quotation submitted for the replacement memorial trees for Judson’s Recreation Ground and Hook Green and approve if appropriate**

E.44 The WI had confirmed that they would be replacing the tree on Hook Green. Cllr Howard proposed that the quote from Highview Trees is accepted subject to confirmation that the tree being placed with like for like; a mature tree. Cllr Buchanan seconded this and all voted in favour. The motion was agreed.

Action: Clerk

14.6 To consider the quotations submitted for work on the War Memorial at Meopham Green and approve a contractor

E.45 A pre grant application has been submitted to the War Memorial Trust. This can take up to 10 weeks to pre approve the application then a further application is submitted which takes approximately 6 weeks. The grant is for up to 75% of the cost. Cllr Knott also reported on her discussion with GBC and their memorial cleaning programme which may be able to assist us and she would continue to look into this with GBC. Discussion took place regarding cleaning the memorial using the English Heritage guidelines and waiting to obtain a grant for further extensive cleaning

Cllr Gofton proposed that we accept Cllr Hasler's offer to clean the memorial for now and we continue with looking into grants for the work on the memorial. This was seconded by Cllr Knott and all voted in favour.

Action: Cllr Hasler/Cllr Knott/Clerk

The meeting closed at 9.19pm

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