

**Meopham Parish Council  
Environment & Amenities Working Group of the Environment &  
Amenities Committee via Zoom  
held on Tuesday 1<sup>st</sup> June 2021 at 7.30pm**

**Committee Members Present:** D Bramer (Chairman), S Buchanan, C Dalby, S Gofton, B Wade (Vice Chairman)

**In attendance:** N Jerram (Assistant Clerk)

**Item 1**      **To Receive and Accept Apologies for Absence**

**E.1**      Apologies had been received from Cllr Luxford (holiday)

**Item 2**      **To Receive Declarations of Members' Interests**

**E.2**      Cllr Wade declared an interest in the Cricket Club

**Item 3**      **To Receive the Minutes of Previous Meeting (26.01.21)**

**E.3**      The minutes of the meeting held on 26.01.21 were received, these will be formally approved at a later face to face meeting. This was on a proposal by Cllr Buchanan, seconded by Cllr Gofton. There were 4 votes in favour and 1 abstention due to not attending the previous meeting.

**All decisions made will be actioned under temporary delegated authority of the Clerk.**

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

**E.4**      Cllr D Bramer gave an update on matters listed from the Minutes 26.01.21:

E.80 – Litter in verges on stretch of A227 between Meopham and Istead Rise – GBC confirmed this is a Traffic Management Procedure (temporary traffic lights/coned off areas) – no plans at present to programme work in.

Cllr Gofton felt that a letter should be written to GBC advising them that parish volunteers are clearing litter from this section of the A227 in early hours of the morning to avoid busy traffic. After discussion Cllr D Bramer proposed writing a letter to GBC regarding concerns for safety of volunteers and that it is unfortunate the litter issue has not been addressed. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

E.82 – Harvel Village sign – the wooden pole has been replaced by A. Day.

E.84 – Beech Trees – residents of Edmund Green have been informed of 10-year Schedule of Works.

E.86 – Community Woodland – work in progress.

E.87 – Post work – A Day to carry out post work on Fowlers Stone Green in approximately 2 weeks. Site meeting at Culverstone Green and Priestwood Green to be rescheduled.

E.89 – Allotment main gate – added security measures completed by Howard Antwiss.

E.95 – New Trim Trail equipment – item on agenda and work in progress.

E.98 – Judson’s Pavilion –

- New notice board installed by A. Day on 23.5.21 (to be re-positioned as installed too low)
- Car park resurfacing work completed by Hoopers
- Signage – work in progress (Clerk to contact Highways again)
- Litter bins – work in progress

E.99 – Litter picking – due to covid restrictions GBC advised not to advertise residents can collect litter sacks from the parish office

E.102 – New notice board for Camer Parade – item on agenda.

E.105 – Street lights – letter re time extension sent to GBC in conjunction with Higham and Vigo PC’s. (Meeting to be arranged)

E.106 – Service contract review – item on agenda.

E.110 -Wetpour – resurfacing work completed by M&M Contractors 21-22<sup>nd</sup> April.

E.111 – Play Area – Replacement climbing net and flat swing seat installed by Playdale 05.04.21.

E.113 – Fowlers Stone Green name sign – installed by Howard Antwiss.

E.115 – Pond Green – letter posted to resident 06.02.21. Wood chips removed. Resident will maintain area.

**Item 5**      **Rights Of Way, including Footpaths Groups**

**5.1 Update from Meopham & Districts Footpath Group**

**E.5**      No report had been received from M&DFG

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

**6.1 Pond**

**6.1.1 Update on the pond (Pond Warden)**

- E.6** Cllr D Bramer read a report which included the following points:
- The floating duck house slipped its moorings during the winter and was drifting around.
  - Works are planned to attend to this when the last of any ducklings produced this year leave.
  - Pond has been checked and all quiet.
  - The flooding problem appears to have been remedied as there has been no overflow for many months now.

**6.2 Harvel Green Memorial Plaque and Tree – following complaints, to discuss and agree how to address this**

- E.7** Cllr Wade explained that the reasons for the agreed location of the memorial tree and plaque were due to service pipes running alongside the green, access for gang mowers and sight lines. After consideration on concerns raised that the concrete plaque was a potential trip hazard, Cllr D Bramer proposed asking the resident to erect a small temporary guard around the tree and plaque until the tree becomes more established, design to be subject to prior approval of the parish council and that no further flowers to be planted once the current plants have died down. This was seconded by Cllr Buchanan and all voted in favour.  
**Action: Clerk**

**6.3 Memorial Benches**

**6.3.1 to consider request from a resident to place a memorial bench outside Langton House, Meopham Green**

- E.8** After consideration of the above request, Cllr Buchanan proposed approval, this was seconded by Cllr Wade and all voted in favour.  
**Action: Clerk**

**6.3.2 To consider putting a stop to memorial benches being placed on all village greens with immediate effect**

- E.9** Members discussed the number of memorial benches the council is responsible for then Cllr Buchanan proposed to continue to consider future requests for memorial benches on village greens if the location is viable. This was seconded by Cllr Gofton. There were 4 votes in favour and 1 abstention.

**6.4 Meopham Green – to agree renewal of agreement for Cricket Club parking on the side green and to consider extending the renewal time to more than 1 year**

- E.10** Cllr D Bramer proposed to agree renewal of agreement for the cricket club parking on the side green for 1 year, to be reviewed as previously planned after 1 year. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

### **6.5 Wildlife Policy and Trees**

#### **6.5.1 Tree Warden – to agree, if appropriate, pursuing a resident’s interest in the Parish Council’s Wildlife Policy and his potential interest in becoming our voluntary parish tree warden**

**E.11** Cllr D Bramer proposed agreement to a small working group of 2-3 members arranging a Zoom meeting to discuss wildlife policy and trees with the resident. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

### **6.6 Nuisance Bike posters (3) – to agree locations to display these**

**E.12** After discussion Cllr Wade proposed the following locations:

- Meopham Green (top corner of Steeles Lane)
- Culverstone Community Association Notice Board
- Judsons Recreation Ground

The above was seconded by Cllr Buchanan and all voted in favour.

**Action: Cllr Wade/Clerk**

### **6.7 Planters – to consider making available a sum every year for the 3 planters in the parish to be planted with flowers in the spring and autumn, to be paid to volunteers who carry out this, upon receiving the receipts for the plants**

**E.13** Members are aware that unnamed volunteers are attending to the planters located at the Station and Culverstone Green. Discussions followed on agreeing a sum to reimburse volunteers for expenses incurred if required. Cllr. Dalby suggested putting a note on the planters thanking the volunteers and asking them to make a request if needed. Cllr D Bramer proposed agreeing a potential sum of up to £60 per year in total for all 3 planters. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

### **6.8 Harvel Harriers 5k – to note this event is taking place on 4.9.21 on Harvel Green, agreed under delegated powers**

**E.14** Members noted the above.

## **Item 7 Allotments**

### **7.1 To note newly appointed Allotment Chairman and Acting Allotment Secretary**

**E.15** Members noted the above.

### **7.2 Allotment seed hut – to approve the request formally and retrospectively for permission of the seed hut**

**E.16** Cllr Dalby proposed approval of the above request, this was seconded by Cllr D Bramer. There were 4 votes in favour and 1 vote against.

**7.3 Fence repair request from the allotments – update following site meeting with Allotment Chairman**

**E.17** Cllr D Bramer, Cllr Wade and Assistant Clerk attended a site meeting with the Acting Chairman and Acting Secretary. It was agreed The Allotment Association will carry out any minor repairs to the boundary fencing, no barbed wire or dangerous fencing will be used. They will also consider boundary hedging which would benefit the site and wildlife. Website links for grants for hedge planting have been forwarded to the Allotment Chairman.

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

**8.1 Replacement Trim Trail – to note a grant application to FCC Community Foundation has been submitted for the trim trail equipment (quotations for replacement Trim Trail equipment to be discussed in closed session)**

**E.18** It was noted that the grant to FCC Communities Foundation had not as yet been submitted and further details regarding the application would be discussed and dealt with under item 19.1 – ‘To consider the quotations submitted for the new trim trail equipment.’

**8.2 Teen Shelter – to consider installing a surface around the teen shelter to avoid the area becoming slippery in wet weather**

**E.19** Following consideration Cllr D Bramer proposed that the council proceeds with obtaining quotations for a suitable surface to prevent area around the teen shelter becoming slippery in wet weather. This was seconded by Cllr Gofton and all voted in favour.

***Action: Clerk***

**Item 9** **Judson’s Pavilion**

**9.1 To note 3 damaged roof tiles have been replaced, carried out under delegated powers**

**E.20** Members noted the above.

**9.2 Signage for the main road - update**

**E.21** This is work in progress. Enquiries to Visit Kent concluded that a brown tourist sign is not suitable for the location. Members agreed that the clerk contact Highways again.

***Action: Clerk***

**Item 10** **Litter Pick – to review starting up community litter picks again, subject to update on government guidelines**

- E.22** Further government guidance is awaited on resuming community litter picks. Cllr D Bramer proposed waiting for an update before agreeing to scheduled dates. This was seconded by Cllr Gofton and all voted in favour. Cllr Gofton spoke about GBC's Street Champions litter campaign seen on social media. Cllr D Bramer asked her to forward this information to the Clerk to promote on the parish council website and social media pages.  
**Action: Clerk**

**Item 11**      **Noticeboards**

**11.1 to consider recommending to Full Council the permanent removal of the noticeboard at Longfield Road**

- E.23** Members agreed the notice board is in a poor state of repair and not in a good location. Cllr D Bramer proposed recommending to Full Council the permanent removal of the notice board at Longfield Road. This was seconded by Cllr Buchanan and all voted in favour.  
**Action: Full Council/Clerk**

**11.2 Camer Parade – (quotation to be discussed in Closed Session)**

- E.24** Members noted the above to be discussed in closed session.

**Item 12**      **Youth Club – Update on virtual meeting held with The Grand 26.04.21**

- E.25** Cllr Gofton gave an update. With reference to booking in days, The Grand have advised that they have not had a reply from the relevant contacts. The Clerk was asked to chase this up.  
**Action: Clerk**

**Item 13**      **Street Lights – Update on information received to date and to consider the next steps**

- E.26** Members are awaiting further updates from GBC and KCC. Cllr D Bramer proposed that Cllrs Buchanan, D Bramer and the Clerk meet with representatives from Vigo and Higham PC's, GBC and KCC to move this forward. This was seconded by Cllr Buchanan and all voted in favour. A list of street lights had previously been circulated. Cllr D Bramer asked that members note which street lights are in their ward. Members noted a resident has knowledge in this field and has offered his assistance.  
**Action: Clerk**

**Item 14**      **Service Contract**

**14.1 To review the job specification for the service contract and litter contract (due for renewal 15<sup>th</sup> Sept 2021)**

- E.27** The job specifications for the service contract and litter contract were reviewed and approved on a proposal by Cllr Buchanan and seconded by Cllr Wade. All members voted in favour.

**14.2 To consider approving the contract for a 3 year period again**

**E.28** Cllr D Bramer proposed approving the contract for 3 years. This was seconded by Cllr Buchanan and all members voted in favour.

**14.3 To approve an advertisement for the above contracts**

**E.29** Cllr D Bramer proposed approval of the above, this was seconded by Cllr Buchanan and all members voted in favour.

**14.4 To consider where to place the advertisement for this and approve any associated costs (to note that this should be placed on the government contractors finder's website as the quotation for 3 years may exceed the £25k limit).**

**E.30** Members discussed advertising costs and on a proposal by Cllr D Bramer, seconded by Cllr Wade, all members agreed to proceed with advertising for 1 week with Kent Messenger at a cost of £120. The advertisement is also to be placed on the government contractors finder's website and the parish council's social media pages.  
**Action: Clerk**

**Item 15** **Pitfield Toilets**

**15.1 To agree to instruct a contractor to clear the leaves from the guttering to be paid from the leftover earmarked money from the flush sensors maintenance check**

**E. 31** Cllr D Bramer proposed agreement to instructing a contractor to clear the leaves from the guttering, this was seconded by Cllr Wade and all voted in favour.  
**Action: Clerk**

**15.2 To review the job specification for servicing Pitfield Toilets (new contract due on the 8th October 2021) along with the renewal of the cleaning contract for the Parish Office (to be reviewed by A&R Committee)**

**E.32** Members reviewed the job specification. Cllr D Bramer then proposed agreement to the job specification and renewal of the cleaning contract for the Parish Office to be reviewed by the A&R Committee. This was seconded by Cllr Buchanan. There were 4 votes in favour and 1 abstention.  
**Action: A&R Committee/Clerk**

**15.3 To approve considering the contract for a 3 year period again**

**E.33** Cllr D Bramer proposed approving the contract for 3 years. This was seconded by Cllr Wade and all voted in favour.

**15.4 To approve advertising this and approve any associated costs (to note that this should be placed on the government contractors finder's website as the quotation for 3 years may exceed the £25k limit)**

**E.34** Cllr D Bramer proposed approval to advertising the cleaning contract. This is to be placed on the government contractors finder's website and the council's social media pages. This was seconded by Cllr Wade and all voted in favour.  
**Action: Clerk**

**Item 16** **Financial Matters**

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

**E.35** The above payments had previously been approved.

**16.2 To note the Environment and Amenities Committee expenditure up to 31.05.21**

**E.36** The above was noted.

**Item 17** **Correspondence**

**17.1 To note correspondence received**

**E.37** Members noted the correspondence list.

On a proposal from Cllr Wade, seconded by Cllr Gofton, all members agreed to move into Closed Session

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**CLOSED SESSION**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

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**Item 18** **Edmund Green Complaints Log – to review the list and agree that the Environment & Amenities Committee has dealt with every issue raised, in order to provide a report to the Administration & Resources Committee to review for further action**

**E.38** Members reviewed the list. Cllr D Bramer then proposed agreement that the Environment & Amenities Committee has dealt with every issue raised, in order to provide a report to the Administration & Resources Committee to review for further action. This was seconded by Cllr Wade and all voted in favour.  
**Action: A&R Committee/Clerk**



**Item 19**      **19.1 To consider the quotations submitted for the new Trim Trail equipment**

**E.39**            Members reviewed the quotations. Cllr D Bramer proposed approval of the quotation from Playdale for the Trim Trail Project for £6440.00 and that the work would only go ahead, subject to a successful grant bid to FCC Communities Foundation. This was seconded by Cllr Wade and all voted in favour of approval.

Cllr D Bramer proposed approval that Meopham Parish Council should be the third-party funder for the FCC Communities Foundation grant application, paying £692.30 towards the project from the Judsons Play Area Sinking Fund budget. This decision is to be actioned by the Clerk under temporary delegated authority to the Clerk at the Annual Meeting of Meopham Parish Council. This was seconded by Cllr Gofton and all voted in favour of approval.

Members noted that the grant application to FCC Communities Foundation would now be ready to submit on June 2nd, which is the closing date. Cllr D Bramer proposed that the Clerk, Sarah Eggesden, has delegated authority to be the signatory for the application and submit the application on behalf of the Parish Council. This decision is to be actioned by the Clerk under temporary authority delegated to her. This was seconded by Cllr Buchanan and all voted in favour of approval.

*NOTE: This minute will be sent to FCC Communities Foundation as part of the application for funding. (Five days after the closing date are allowed for submission of such additional documents.)*

**19.2 To agree to proceed with the purchase and installation of the new notice board for Camer Parade from The Parish Notice Board Co. (design previously agreed).**

**E.40**            Cllr D Bramer proposed a motion to proceed with the above, this was seconded by Cllr Wade and all voted in favour.

**Action: Clerk**

Meeting closed at 9.31pm

**Appendix 1**

**Meopham Parish Council – Payments for E&A (01.06.21) to be noted**

<b>Ref</b>	<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount (gross)</b>
<b>Unity Bank – online payments</b>				
002/080421	08.04.21	H. Antwiss	Install Fowlers Stone Wood Gr Sign	£ 125.00
005/080421	08.04.21	May Harris	Pitfield Toilets Cleaning March 21	£ 702.82
008/300421	30.04.21	Playdale	Playground-swing seat & climbing rope	£ 1384.67
009/300421	30.04.21	Dart Valley Sys	Service Maintenance-flush sensors	£ 145.20
010/300421	30.04.21	M&M Developers	Wetpour Resurfacing Judsons	£11868.00
016/060521	06.05.21	Hooper & Son	Judsons car park resurfacing	£ 7764.00
017/060521	06.05.21	May Harris	Pitfield Toilets Cleaning April 21	£ 596.96
019/060521	06.05.21	Highview Trees	Service Contract 14.3.21 – 14.4.21	£ 475.00
021/110521	11.05.21	KCPFA	Subscription Renewal – 2021	£ 20.00
022/190521	19.05.21	Highview Trees	Service Contract 14.04.21 -14.05.21	£ 475.00
023/190521	19.05.21	Hooper & son	Lining works Judsons on new car park surface	£540.00