

**Meopham Parish Council  
Environment & Amenities Working Group of the Environment &  
Amenities Committee via Zoom  
held on Tuesday 7<sup>th</sup> September 2021 at 7.30pm**

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

**In attendance:** N Jerram (Assistant Clerk), K Dare, (Meopham & District Footpaths Group)

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

**E.41**      Apologies had been received from Cllr Gofton. Cllr Dalby had informed members he would be a few minutes late.

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

**E.42**      No declarations of interest were received.

**Item 3**      **To Receive the Minutes of Previous Meeting (01.06.21)**

**E.43**      The minutes of the meeting held on 01.06.21 were received, these will be formally approved at a later face to face meeting. This was on a proposal by Cllr Buchanan and seconded by Cllr Wade. There were 3 votes in favour and 1 abstention due to not attending the last meeting.

7.36pm – Cllr Dalby joined the 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.44**      Page 4 E.13 - Planters – Members gave thanks to the residents who attend the planter at Pitfield Green. The Clerk was asked to inform them that the Parish Council will reimburse any expenses incurred. Cllr Wade suggested residents attending to parish planters be noted in the office asset register.

**Action: Clerk**

Cllr D Bramer gave an update on matters from the Minutes 01.06.21:

E.7 – Harvel Green Memorial Plaque – A green wire guard is in place. It was noted that complaints had been received from residents.

E.8 – Memorial bench outside Langton House – FC approved 13<sup>th</sup> July 2021. £500 for maintenance has been received.

E.11 – Voluntary Tree Warden – item on agenda.

E.12 – Nuisance bikes posters – installed in 3 locations.

- E.13 – Planters – resident in Whitepost Lane confirmed she is happy to continue – no remuneration required.
- E.16 – Allotment Seed Hut – Approved. Meopham Allotment Association informed 16.06.21.
- E.19 – Teen Shelter – item on agenda.
- E.21 – Judson’s signage for main road. KCC Highways have been contacted but no response to date.
- E.23 – Removal of notice board at Longfield Hill – A. Day removed 28.07.21
- E.25 – Youth Club – dates confirmed. Item on agenda.
- E.26 – Street Lights – item on agenda
- E.30 – Maintenance Service Contract renewal – to be discussed in closed session
- E31 – Pitfield Green Toilets – Guttering & downpipe cleaned out and repairs to fencing completed by H. Antwiss
- E32 – Pitfield Green Toilets – Service contract renewal – to be discussed in closed session
- E.38 – Edmund Green – Letter received from A Holloway’s office. A response has been sent.
- E.39 – Trim Trail – waiting to hear (mid-Sept) re grant submission to FCC Communities Foundation
- E.40 – New Camer Parade notice board delivered – to be installed by A Day tomorrow (8<sup>th</sup> September)

It was also noted that Community Woodland at Meopham School and Litter bins for Judson’s car park are work in progress.

On a proposal by Cllr D Bramer, seconded by Cllr Buchanan, all members voted in favour of suspending Standing Orders to invite K Dare from Meopham & District Footpaths Group to speak.

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

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

**E.45** A copy of K. Dare’s report had been previously circulated. K Dare explained that the future of the Group was uncertain. The Group had been unable to appoint a new Footpaths Officer and it was now not practical for the Chairman and Walks Secretary to continue. The AGM will be held on 8th October. If nominations for Chairman and Walks Secretary are not received by 8th September a motion to formally wind up the Group will be presented at the AGM on 8th October. This will be ratified at a Special General Meeting on 12th November. This would be particularly unfortunate given that the Group is approaching its 60th year anniversary.

Cllr Dalby advised he would make contact to learn more about the Group and to look into a possible way forward. After further discussion Cllr D Bramer thanked the Group for all the work they have done on the footpaths. K Dare thanked the Parish Council for their support and continued good relationship.

***Action: Cllr Dalby***

Standing Orders were then resumed.

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

**6.1 Pond**

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

**E.46**      At the time of the meeting an update had not been received from the Pond Warden. Cllr D Bramer informed members she would check if any vegetation clearance is required at the pond.

***Action: Cllr D Bramer***

**6.2 Harvel Green Memorial Plaque and Tree – To agree, if appropriate for family to continue laying anniversary flowers**

**E.47**      Following discussions Cllr D Bramer proposed where we have agreed a memorial tree no flowers or other adornments to be placed by or on the tree. This was seconded by Cllr Buchanan and all voted in favour. The Clerk was asked to inform the resident accordingly. The Chairman will work with the Clerk to draft a policy for memorial trees to present to the next E&A meeting.

***Action: Clerk/Cllr D Bramer***

**6.3 Memorial Benches – to consider request from a resident to place a memorial bench on Priestwood Green**

**E.48**      Cllr Luxford declared an interest in this item. Cllr Buchanan proposed a motion of no objection subject to bench design and location. This was seconded by Cllr D Bramer. There were 3 votes in favour and 2 abstentions. The motion was therefore agreed.

***Action: Clerk***

**6.4 Friendly Benches – On recommendation from the Planning and Projects Committee to agree if appropriate to survey all the benches for usage, condition and scope for realignment of the layout of them to achieve the same objectives as the Friendly Bench**

**E.49**      Following consideration of the above Cllr D Bramer proposed we do not survey benches and pass discussion back to the Planning & Projects Committee. This was seconded by Cllr Buchanan and all members voted in favour.

***Action: Planning & Projects Committee***

**6.5 Wildlife Policy and Trees – Update on voluntary parish tree warden**

**E.50**      Cllr D Bramer updated members. It was agreed not to pursue this at the present time.

**6.6 To consider request from resident to plant a tree on parish land**

**E.51**      Members discussed locations. Cllr Wade proposed suggesting the resident plant a flowering cherry tree on Pitfield Green to replace the ash tree which was removed and watering and any future maintenance to be carried out by the applicant. This was seconded by Cllr Buchanan and all voted in favour.

***Action: Clerk***

**6.7 To note the completion of the legionella testing at the drinking fountain and the public toilets**

**E.52** Members noted the above.

**6.8 Trees**

**6.8.1 Meopham Green Yew tree – to update members and to consider any further action**

**E.53** Members noted the resident had left a message at the parish office confirming they will be addressing the issue.

**6.8.2 Melliker Green – following request from a resident to consider any further action**

**E.54** Following discussion members agreed minor works are required to the ancient Yew tree located on Melliker Green.

**6.8.3 Hook Green – following request from a resident to consider any further action**

**E.55** Following discussion members agreed a tidy up and possible crown lift was required.

**6.8.4 To approve basal growth work required on Edmund Green, hook Green, Meopham Green and to delegate to the clerk for action**

**E.56** In view of the above discussions on items 6.8.2, 6.8.3 and 6.8.4 Cllr D Bramer proposed delegating to the clerk to seek appropriate contractors to carry out the tree work in consultation with the chairman up to a maximum of £1000. This was seconded by Cllr Buchanan and all voted in favour.

***Action: Clerk***

**Item 7** **Allotments**

**7.1 To note request from MAA to allow a disabled plot holder to occasionally park next to his plot to convey heavy equipment and compost**

**E.57** Cllr Wade proposed approval of the above in view of the medical condition of the allotment holder. This was seconded by Cllr Buchanan and all voted in favour.

***Action: Clerk***

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

**8.1 To note GBC Playground Inspection Report**

**E.58** Members noted the above.

**8.2 To note GBC have carried out various repair works at the playground FOC**

**E.59** Cllr D Bramer advised members that GBC had carried out repair works to the orbit roundabout and springer seat.

**8.3 Teen Shelter surfacing**

**E.60** Members noted a quotation had been received from the service contractor for installation of a non-slip rubber surface and non-slip paint. The Clerk contacted GBC who have recommended approaching Playfix for suggestions. A site meeting is to be arranged in due course with Cllrs D Bramer and Wade.  
**Action: Clerk**

**Item 9** **Judson's Pavilion**

**9.1 To note the completion of the Fire Safety tests and Legionella Testing and report on recommendations**

**E.61** Members noted the above. It was confirmed that the recommendations received from CTA were advisories. The Clerk is looking into the lease with the Colts in view of clarification on responsibilities for maintenance costs.  
**Action: Clerk**

**9.2 Wrotham Road signage for the pavilion - update**

**E.62** Work in progress. This item was reported on earlier under matters arising E.21.

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

**E.63** Members agreed this item is put on hold until the next E&A meeting. Cllr Luxford reported Harvel litter picks are in progress. Cllr Dalby reported litter pickers in Meopham have been out in force. The verges on Wrotham Road from the Station to Istead Rise are currently free of litter.

**Item 11** **Noticeboards**

**11.1 Camer Parade – to note new notice board to be installed at Camer Parade**

**E.64** Members noted a new parish notice board to replace the old one will be installed on Camer Parade tomorrow (8<sup>th</sup> September).

**Item 12** **Youth Club – To note Meopham Youth Club sessions will be starting fortnightly from 17th September 2021 - 18<sup>th</sup> March 2022**

**E.65** Members noted the above. The Grand have started promoting the Youth Club and posters will be displayed on our notice boards and posted on the usual media platforms.  
**Action: Clerk**

**Item 13**      **Street Lights – Update from the Chairman**

- E.66**      Cllr D Bramer updated members. Cllrs Bramer, Buchanan and Wade met with representatives from GBC and KCC and local County Councillor Bryan Sweetland to work out the best way forward for the parish. The Clerk is seeking quotations from street lighting contractors. Further information on costs and options is in progress for October budget meeting.  
***Action: Clerk***

**Item 14**      **Financial Matters**

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

- E.67**      Members noted the above.

**14.2 To note the Environment and Amenities Committee expenditure up to 31.08.21**

- E.68**      There was one item to be approved. Cllr Buchanan proposed approval, seconded by Cllr Wade and all voted in favour.

**Item 15**      **Correspondence**

**15.1 To note correspondence received**

- E.69**      Members noted the correspondence list.

On a proposal from Cllr Buchanan seconded by Cllr D Bramer all members agreed to move into Closed Session

---

**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

---

**Item 16**      **To approve a contractor for the following for recommendation to Full Council**

**16.1 To consider tenders received for renewal of the 3 year Service Contract due to start on 15<sup>th</sup> September 2021**

- E.70**      Members considered tenders received then Cllr Buchanan proposed to appoint Highview Trees for recommendation to Full Council. This was seconded by Cllr D Bramer and all voted in favour.  
***Action: Clerk***

**16.2 To consider tenders received for renewal of the 3 year servicing contract for Pitfield Green Toilets due to start on 8<sup>th</sup> October 2021**

- E.71** Members considered tenders received then Cllr D Bramer proposed to appoint May Harris for recommendation to Full Council. This was seconded by Cllr Wade and all voted in favour.  
***Action: Clerk***

Meeting closed at 9.15pm

DRAFT

**Appendix 1**

**Meopham Parish Council – Payments for E&A (07.09.21) 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>				
048/170821	17.08.21	May Harris	Pitfield Toilets – Cleaning July 21	£716.35
050/170821	23.08.21	Parish Notice Board C.	New notice board Camer Parade - 50%	£546.96
052/170821	17.08.21	KM Media	Service Contract – advert	£144.00
052/170821	17.08.21	Highview Trees	Service Contract 15.7.21- 14.8.21	£475.00
055/170821	17.08.21	H Antwiss	Guttering clearance/fence repair - Toilets	£145.00
057/23/08/21	17.08.21	A Day	Judsons Notice Board installation	£300.00
057/23/08/21	17.08.21	A Day	Post work – various greens	£600.00
057/23/08/21	17.08.21	A Day	Removal Longfield Road notice board	£ 50.00
058/23/08/21	23.08.21	CTA Fire	Annual fire extinguisher maintenance Judsons	£161.03
059/23/08/21	23.08.21	CTA Fire	Annual fire alarm emergency light maintenance	£300.00