

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 16th January 2018 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs Gofton, (Chairman), D Bramer, M Bramer, Hasler, Luxford, (Vice Chairman) and Wade

In attendance: N Jerram (Clerical Assistant)
Ken Dare and Gillian Willsher (M&DFG),
1 member of public

Item 1 **To receive Apologies for Absence**

E.96 Apologies were received from Cllr Buchanan, I. Carey (Pond Warden), L. Martin (HRA)

Item 2 **To receive Declarations of Interest**

E.97 There were no declarations of interest.

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

E.98 The minutes of the meeting held on 31/10/17 were approved as a correct record on a proposal by Cllr Luxford, seconded by Cllr Wade and all voted in favour.

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

E.99 Item 4, E.75, Cllr Luxford said she will be following up with the Pond Warden the Parish Council's request for a spare key for Harvel Pond gate to be held at the parish office.

Action: Cllr Luxford

Item 5 **Village Greens/Harvel Pond**
5.1 To discuss and review the maintenance of various benches within the parish

E.100 Members discussed the results of the bench survey and agreed that a number of benches were in need of attention. All agreed a list be drawn up identifying benches to be addressed before and after 31st March 2018 as certain maintenance needs to be carried out in dry weather conditions. Agreed Clerk to liaise with the service contractor on this.

Action: Clerk

5.2 To note the emergency tree work carried out by OTS on Priestwood Green (02.01.18)

E.101 Members noted the above works. Cllrs D Bramer and M Bramer reported that the split ash tree had been felled and the area cleared.

5.3 To receive an update on Harvel Pond

E.102 Cllr Gofton advised that the Pond Warden had sent his apologies. Cllr Luxford informed members that the Pond Warden had confirmed the floating duck house refurbishment was work in progress.

5.4 Kent Tree & Pond Warden Schemes – to consider and agree, if appropriate, a donation towards the running costs of the scheme

E.103 Cllr Gofton spoke with regard to the letter received from Kent Tree and Pond Partnership.

Cllr Gofton proposed a motion to suspend standing orders to allow K. Dare from M&DFG to speak. This was seconded by Cllr D. Bramer and all voted in favour.

K. Dare confirmed that M&DFG had sent a donation to the scheme following the tree walk which had been organised last year.

Standing orders were then reinstated.

Discussions followed and Cllr Gofton proposed a motion for the Parish Council to donate £50 to the scheme split between the Tree and Pond Wardens. The £25 donations to come out of the Tree and Harvel Pond budgets respectively. This was seconded by Cllr Luxford and all members voted in favour.

Action: Clerk

5.5 Pitfield Green – Update

E.104

Cllr Gofton explained that a quote had been received from the service contractor reference ‘making good’ the area alongside a boundary fence on Pitfield Green. Members discussed and agreed that the clerk obtain another quotation before proceeding with this work.

Action: Clerk

5.6 Registering of Village Greens – update

E.105

Cllr Gofton confirmed the above is work in progress. Cllr Hasler suggested that only the main greens in the parish are registered.

5.7 To discuss the condition of the track leading up to Green Farm Cottages following correspondence received from a resident

E.106

Cllr Gofton stated to members that the above item was to be discussed in closed session at the end of the meeting.

Item 6

Rights of Way, including Footpaths Groups

6.1 Update from Meopham & Districts Footpath Group

E.107

Cllr Wade proposed that standing orders were suspended to allow Ken Dare, M&DFG to speak. This was seconded by Cllr Hasler and all voted in favour.

K. Dare informed members that the chairman of M&DFG had stood down and G. Willsher was now the acting chair. The group are looking to appoint a new chairman and Cllr Gofton asked if K. Dare would pass the details to the clerk to put on the parish website and notice boards.

K. Dare also said that M&DFG were looking forward to a new tool storage facility and finalising the details with Gravesham Borough Council and the Windmill Trust.

Cllr Gofton thanked Ken and Gillian for attending the meeting.

Standing orders were then reinstated.

Item 7 **Recreation Ground and Playground Equipment**

7.1 To note annual play site inspection received from GBC and agree, if appropriate for any works to be carried out

E.108 Members noted the report and agreed that the following needed to be addressed:

- Roundabout – wetpour around edging
- Entrance Gate – requires adjusting to close to post
- Area in front of Entrance Gate
- No Dogs Sign - missing
- Wobble Log - reinstatement
- Wetpour Cleaning

7.2 Wetpour Cleaning – Update

E.109 Cllr D Bramer updated members on her site meeting with a contractor and advised of the cost quoted for professional cleaning. Discussions followed and members agreed that the clerk obtain another quotation for these works. On a proposal from Cllr Wade, seconded by Cllr D Bramer, all members agreed to delegate to the clerk to spend up to £500 for the professional cleaning of the wetpour surface.

Action: Clerk

7.3 Tree work – update

E.110 Cllr Gofton explained that a new job specification had been drawn up and that the tree work at Judson’s was work in progress.

Item 8 **Youth Club - Update**

E.111 Cllr Gofton spoke regarding her visit with Cllr D Bramer to the youth club at Cobham to meet with The Grand with a view to setting up a facility for Meopham youth. Cllr Gofton explained that the club was well established and self-financing, run by The Grand and parent volunteers. It was agreed that Cllrs Gofton and D Bramer would visit Vigo youth club and asked the clerk to contact Vigo Parish Council to arrange this.

Action: Clerk

Item 9

Litter Pick

9.1 To note date of next litter pick (Saturday 27th January 2018)

E.112

Members noted the date of the next litter pick. Cllr Gofton read out an email received from GBC on the Great British Spring Clean weekend 2nd – 4th March 2018. Members discussed and agreed the parish council would support this and asked the clerk to contact them for advertising literature. Cllr Luxford said she had received complaints regarding rubbish on the verges along the A227. Cllr Gofton asked the clerk to contact GBC to report this.

Action: Clerk

9.2 To discuss request from resident for daughter to litter pick voluntarily for Duke of Edinburgh Award Scheme

E.113

Following discussion members agreed that the resident be invited to join the quarterly litter picks in the parish and sent the link to Keep Britain tidy for information.

Action: Clerk

Item 10

Financial Matters

10.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations

E.114

On a proposal from Cllr M Bramer, seconded by Cllr Hasler, all voted in favour of approval of the above. – see appendix 1.

10.2 To note the Environment and Amenities Committee expenditure up to 2017/2018

E.115

Members noted the above.

Item 11

Correspondence

11.1 To note correspondence received

E.116

Members noted the correspondence list.

E.117 Cllr Gofton proposed a motion to suspend standing orders to allow a member of the public to speak regarding the allotments, this was seconded by Cllr D Bramer and all voted in favour.

Standing orders were then reinstated.

Cllr Gofton thanked M&DFG and 1 member of public for attending the meeting.

K. Dare and G. Willsher (M&DFG), and 1 member of public left the meeting.

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

5.7 To discuss the condition of the track leading up to Green Farm Cottages following correspondence received from a resident

E.118 Cllr Gofton asked Cllr Wade to declare an interest in the above item. Further discussion followed and Cllr Wade left the meeting.

After lengthy discussions, on a proposal from Cllr M Bramer, seconded by Cllr Luxford all members voted in agreement to the following:

- Area is unsafe
- For insurance purposes MPC treating matter as an emergency
- Clerk to write to the residents of 1,2, & 3 Green Farm Cottages advising vehicular access will be denied until track is in a safe condition
- No further access over track from 9am Thursday 18th January 2018 until further notice
- A copy of 2006 letter sent to Meopham Green residents to be included in correspondence to Green Farm Cottages
- MPC to advise residents of Green Farm Cottages that the Parish Council will be seeking to recoup repair costs involved
- Clerk to obtain another quotation for repair works
- Service contractor to tape off area

Action: Clerk

Meeting closed at 9.45pm

E&A Committee expenditure - from 31/10/17 to 16/1/18

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	Net
1970	03/11/2017	H Antwiss	Install MPC sign	£25.00		£25.00
1971	07/11/2017	Meopham Village Hall	Small Grant - S137	£460.00		£460.00
1972	07/11/2017	M&D FG	Small Grant - S137	£340.00		£340.00
1973	07/11/2017	Meopham Windmill Trust	Small Grant - S137	£500.00		£500.00
1974	07/11/2017	Meopham Historical Society	Small Grant - S137	£273.00		£273.00
1975	07/11/2017	Culverstone Community Centre	Small Grant - S137	£500.00		£500.00
1976	07/11/2017	Meopham Toddler Group	Small Grant - S137	£300.00		£300.00
1979	09/11/2017	The Original Tree Surgeon	Tree Work	£828.00	£138.00	£690.00
1980	09/11/2017	C Ginn	War Memorial Cleaning (75% paid by Grant)	£1,980.00	£330.00	£1,650.00
1981	20/11/2017	Highview Tree Services	Service contract - up to 14.11.17	£450.00		£450.00
1989	24/11/2017	JC Brooker	Allotment - rough grass cutting on 30.10.17	£90.00		£90.00
2006	18/12/2017	OTS	Emergency Tree work - Priestwood Green	£414.00	£69.00	£345.00
2007	02/01/2018	Highview Trees	Post Work - Meopham Green (Forge House)	£175.00		£175.00
2008	02/01/2018	Highview Trees	Post Work - Meopham Green, rear of	£132.00		£132.00