

**Meopham Parish Council
Environment & Amenities Working Group of the Environment &
Amenities Committee via Zoom
held on Tuesday 2nd November 2021 at 7.30pm**

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

In attendance: N Jerram (Assistant Clerk), S Fishenden (Clerk), M Bown (M&DFG)

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

E.72 Cllr Luxford was unable to attend due to internet connection issues.

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

E.73 No declarations of interest were received.

Item 3 **To Receive the Minutes of Previous Meeting (07.09.21)**

E.74 The minutes of the meeting held on 07.09.21 were received, these will be formally approved at a later face to face meeting. This was on a proposal by Cllr D Bramer and seconded by Cllr Buchanan. There were 5 votes in favour and 1 abstention due to non-attendance at the last 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.75 Cllr D Bramer gave an update on matters from the Minutes 07.09.21:

E.44– Parish Planter on Pitfield Green – Mr & Mrs Akister confirmed they are happy to continue – no reimbursement required. Note of residents attending to planters in Office Asset Register.

E.45 – M&DFG - Cllr Dalby had not been able to speak to footpaths group to date.

E.46 – Update on pond 11.09.21 - I.Carey (Pond Warden) reported strimming around pond has been carried out and duck house re-mooring is in progress.

E.47 – Harvel Green memorial plaque and tree – resident informed by email of decision that no flowers or other adornments to be placed by or on the tree 23.09.21.

E.48 – Memorial bench Priestwood Green – approval given FC 19.10.21, subject to bench design and exact location to be approved by E&A. Resident informed by email 21.10.21.

E.49 – Friendly Benches – passed back to P&P Committee.

- E.51 - Memorial tree request (for Bill Fisher) – Approval given at FC 19.10.2. Site visit to be arranged to agree exact location on Pitfield Green.
- E.56 – Tree work on various greens – Site meet scheduled with A. Day 08.11.21 at 10am.
- E.57 – MAA request for disabled plot holder to park next to plot – Approval given Allotment Chairman and Secretary informed.
- E.60 – Teen Shelter surfacing – item on agenda.
- E.61 – Judsons Pavilion Fire and Legionella testing – In progress with clerk.
- E.65 – Youth Club – item on agenda.
- E.66 – Street Lights – item on agenda.
- E.70 – Service Contract renewal – Successful contractor informed (Highview Trees)
- E.71 – Pitfield Green toilets contract renewal – Successful contractor informed (May Harris)

Members discussed the above matters.

E.44 – Parish Planters – Cllr Wade proposed a note is placed in the next Meopham Review giving thanks to the resident who attends to the planter at the station, asking them to contact the parish council. This was seconded by Cllr D Bramer and all voted in favour.

Action: Clerk/Cllr Buchanan

E.48 – Memorial Bench Priestwood Green – The clerk was asked to check the memorial bench specification on file at the parish office and forward to the applicant.

Action: Clerk

E.60 – Teen Shelter surfacing – Cllrs D Bramer and B Wade reported on their site meeting with Playfix who advised no work is required. The surrounding grass has grown back and no further action is needed.

On a proposal from Cllr Wade, seconded by Cllr D Bramer all members voted in favour of suspending standing orders to invite Margaret Bown, Meopham & District Footpaths Group to speak.

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

5.1 Update from Meopham & Districts Footpath Group

E.76 A copy of M Bown's report had been previously circulated to members which included the following points:

- The future of the group is now looking more secure
- The group has a volunteer to stand as Chair
- Drafting of a revised constitution in process
- Not able to find a footpaths officer so unable to undertake path clearance
- Hoping to celebrate the 60th anniversary of M&DFG which falls next year

Concerns were raised that the public footpaths will deteriorate without the regular path clearance which was carried out by the group.

Cllr D Bramer thanked M Bown for her report.

Standing orders were then resumed.

Item 6 **Village Greens/Harvel Pond**

6.1 Pond

6.1.1 Update on the pond (Pond Warden)

E.77 Cllr D Bramer read a report from Ian Carey (Pond Warden) which included the following points:

- Floating duck house temporarily re-secured - mooring lines need to be replaced
- Both padlocks on pond gates have corroded and need replacing
- Duck house in need of coat of paint
- Minor cutting back of vegetation will be undertaken during the winter months

Cllr D Bramer proposed MPC pay the costs of materials for repair works (£50). This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

6.2 To note the results of the Annual Survey of the Village Greens, Harvel Pond, Judson's Recreation Ground & Car Park and Southdown Shaw & Car Park and to approve any work required.

E.78 Members noted the above. Cllr D Bramer advised some remedial works come under the remit of the service contract. Cllr D Bramer then proposed a motion to delegate to the clerk to spend up to £500 for replacement posts required on Culverstone Green, Priestwood Green and Harvel Green, funds to come out of the Village Green budget. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

6.3 Memorial Bench request Priestwood Green – to note approval from FC – design and exact location delegated to E&A Committee

E.79 Members noted the above. Bench design to be agreed with applicant. Site meeting to follow.

Action: Clerk

6.4 Trees – Queen’s Green Canopy Memorial Tree – to consider request from M&DFG to plant a memorial tree on Priestwood Green with a small plaque for recommendation to Full Council

- E.80** Cllr D Bramer proposed approval of the above subject to agreeing location, type of tree and plaque design. This was seconded by Cllr Wade and all voted in favour.
Action: Clerk

6.5 MPC Memorial Tree Policy – To consider the draft tree policy and if supported forward to A&R for approval

- E.81** Members considered the above then Cllr D Bramer proposed agreement to adopting the memorial tree policy for recommendation to A&R Committee. This was seconded by Cllr Wade and all voted in favour.
Action: A&R Committee

6.6 Memorial Trees – To consider the email from Cllr McTavish regarding plaque installations on memorial trees

- E.82** Following discussions Cllr D Bramer proposed a combined plaque for Judson’s memorial trees be placed on the pavilion building rather than individual plaques. This was seconded by Cllr Buchanan and all voted in favour. Cllr D Bramer to work with clerk on plaque design for quotation purposes. The clerk was asked to inform the resident who had enquired about plaque installations of the council’s decision.
Action: Clerk/Cllr D Bramer

6.7 Community Woodland – to update and consider what if any further lines of enquiry should be pursued

- E.83** Cllr D Bramer reported on her discussions with Swale Academy Trust who were unaware of any special status of the woodland or any involvement of the Parish Council and in the absence of any formal agreement would continue to maintain the area in line with any similar woodland on their sites. It was agreed that if any further information came to light we would be in touch again. Cllr M Bramer mentioned archived documents relating to this may still be stored in the container.

8.15pm – M Bown (M&DFG) left the meeting.

Item 7 Recreation Ground and Playground Equipment

7.1 New Trim Trail equipment – Update on grant funding

- E.84** Grant has been approved. The funding agreement was signed and posted to FCC Communities Foundation on 20.10.21. The new clerk to contact FCC to take update contact details so this can be taken forward.
Action: Clerk

7.2 Teen Shelter surfacing – Report on site meeting with Playfix re H&S advice

E.85 This item was reported on earlier under Item 4 Matters Arising.

Item 8 **Judson's Pavilion**

8.1 To note the official opening of Judson's Pavilion by Olympic Gold Medallist Kate French took place on 26th October

E.86 Members reported a very successful opening. It was agreed details of the event should be included in the next Meopham Review. Photos of the day to be added to MPC website. The clerk was asked to contact the Meopham Colts Secretary for her photographs which were taken at the event.
Action: Clerk/Cllr Buchanan

8.2 Wrotham Road signage for the pavilion – to note request for direction sign has been forwarded to the Schemes Project Manager for Gravesham who is looking into the matter

E.87 Members noted the above.

8.3 To note a contractor has been appointed under emergency delegation to secure the inspection chamber

E.88 Members noted that the damaged inspection chamber outside the Pavilion had been repaired by H Antwiss under emergency delegated powers.

Item 9 **Litter Pick – to review community litter picks again, subject to update on government guidelines**

E.89 Members gave thanks to individuals in the community who are litter picking. It was felt the current arrangement is working well and there is not a lot of litter around at present. MPC led Community litter picks to be reconsidered again in the Spring.

Item 10 **Youth Club**

10.1 To note the missed session on 15th October due to staff unavailability from The Grand

E.90 Members noted the above missed session which was Covid related. The next club session is Friday 12th November after the half-term break. Posters with session dates to go out on notice boards, website and social media pages.
Action: Clerk

10.2 to note that the grant was not submitted due to late information received.

E.91 Members noted the above. The next round of grant funding is due early next year.

10.3 To consider a working group to look into the next round of available funding early next year

- E.92** After discussions Cllr D Bramer proposed Cllrs Dalby and Gofton look into the next round of funding when available. This was seconded by Cllr Buchanan and all voted in favour.
Action: Cllrs Dalby/Gofton

Item 11 **Financial Matters**

11.1 To note the Environmental and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

- E.93** There was one item to be approved. Cllr Buchanan proposed approval, this was seconded by Cllr M Bramer and all voted in favour.

11.2 To note the Environment and Amenities Committee expenditure up to 01.11.21

- E.94** Members noted the above.

11.3 to consider and approve the proposed E&A Committee Budget for 2022/2023 Financial Year

- E.95** Members considered the above. Cllr Buchanan then proposed approval of the above for recommendation to A&R Committee. This was seconded by Cllr M Bramer and all voted in favour.
Action: A&R Committee

Item 12 **Correspondence**

12.1 To note correspondence received

- E.96** Members noted the correspondence list.

On a proposal from Cllr D Bramer seconded by Cllr Buchanan 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 13 **To consider and approve the small grant applications submitted**

- E.97** 1. South Street Baptist Church £500 - Members discussed and on a proposal by Cllr Wade, seconded by Cllr Gofton all members agreed to pass this to Full Council to consider the legalities of the application reference Legal Topic Note L01-18 Financial Assistance to the Church.
Action: Full Council

2. Meopham Carer's Support Group £400 - Cllr Buchanan proposed approval which was seconded by Cllr Gofton and all voted in favour.
3. Windmill Trust – Following discussions Cllr D Bramer proposed to offer the trust 2 options to include suggested bench designs:
 - i) £1000 grant for community bench design or
 - ii) £500 for picnic bench designThis was seconded by Cllr Gofton and all voted in favour.
Action: Clerk
4. Harvel Village Hall Management Committee - £500. Cllr Buchanan proposed approval which was seconded by Cllr M Bramer and all voted in favour.

Item 14 **Posts**

14.1 To consider and agree if appropriate to proceed with quotation received from A Day for post work required on Meopham Green and to note wood has already been purchased under emergency delegation to save money

E.98 Cllr Gofton proposed approval of the above. This was seconded by Cllr Wade and all voted in favour.
Action: Clerk

Item 15 **Street Lights – maintenance contract**

15.1 To consider quotations received and agree if appropriate a contractor for recommendation for Full Council

E.99 Members considered the quotations received and on a proposal by Cllr D Bramer, seconded by Cllr Buchanan, all voted in favour of appointing Streetlights on a 3 year contract for recommendation to Full Council.
Action: Full Council

Meeting closed at 9.20pm

Appendix 1

Meopham Parish Council – Payments for E&A (02.11.21) to be noted

Ref	Date	Payee	Details	Amount (gross)
Bank – Direct Debits				
004/260821	26.08.21	SSE	Pitfield Toilets – Elec Bill Aug. 21	£39.30
Unity Bank – online payments				
065/100921	10.09.21	Business Stream	Water Bill Pitfield Toilets 18/6 – 25/08	£213.13
066/140921	14.09.21	Highview Trees	Service Contract 15.08.21 – 14.09.21	£475.00
067/170921	17.09.21	A Day	Removal & Install Notice Board at Camer Par	£350.00
070/170921	17.09.21	May Harris	Pitfield Toilets – Cleaning Aug 21	£716.35
073/240921	24.09.21	Highview Trees	Noticeboard varnish & materials 2 bench repairs	£ 94.00
074/240921	24.09.21	V-R Sani	Feminine Hyg bin disposal 31/03/21-26/02/22	£234.00
075/240921	24.09.21	ClearwaterTech	Legionella Testing – Pitfield Toilets	£203.22
075/240921	24.09.21	ClearwaterTech	Legionella Testing – Drinking Fountain MG	£ 67.74
075/240921	24.09.21	ClearwaterTech	Legionella Testing – Judson’s Pavilion	£677.42
076/240921	24.09.21	FCC Recycling	3 rd Party Funding (new trim trail equipment)	£692.28
078/141021	14.10.21	May Harris	Pitfield Toilets – Cleaning Sept 2021	£716.35
079/141021	14.10.21	Element UK Ltd	Bus Shelter Cleaning – July 2021	£228.00
080/141021	14.10.21	Element UK Ltd	Bus Shelter Cleaning – Feb 2021	£228.00
082/141021	14.10.21	Gravesham Network Development	Youth Club	£2,910.00
			Meopham Colts Replacement keys cut for lost garage keys	£45.00