

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779
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To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Environment & Amenities Committee** of Meopham Parish Council on **Tuesday 14th June 2022 at 7:30pm** to be held at the **Cricket Pavilion, Meopham Green, DA13 0DQ**.

Papers have been circulated for items shown by (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 7th June 2022

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests
3. **To approve the minutes of the previous meeting:** 25.01.22 (*) (to follow)
4. **E&A Chairman's Update (*) (to follow)**
5. **Items for Information**
6. **Adjournment of Meeting to receive reports from:**
 - 6.1 **Meopham & District Footpaths Group (*) (to follow)**
 - 6.2 **Meopham & District Allotments Association (*) (to follow)**
7. **Southdown Shaw Allotments Site**
 - 7.1 **Community Orchard:** To consider the proposal for the creation of a community orchard at the Chestnuts end of the allotment site (*)
 - 7.2 **Other Proposals:** To consider uses for the unused area of Southdown Shaw, on the perimeter with the A227 (*)
8. **Parish Projects:**
 - 8.1 **Noticeboards:** *Following deferral from Full Council*, to consider the report from the Clerk and consider whether to progress this project (*)
 - 8.2 **Village Green Posts:** *Following deferral from Full Council*, to consider the possibility of using Plaswood when replacing village green posts
 - 8.3 **Covid-19 Memorial Garden:** To consider the proposal from Cllr Wade for a Covid memorial garden once the yew tree area located at Meopham Green has been cleared
 - 8.4 **Bus Shelters:** To receive a proposal on approaching Clear Channel to provide parish bus shelters and agree whether to progress this project

- 8.5 **Outdoor Gym:** To consider the proposal of an outdoor gym at a location to be decided and agree any actions to progress this project
- 8.6 **Wildflower Meadow at Meopham Green:** To consider the proposal of a small wildflower meadow on the side green of Meopham Green and agree any actions to progress this project (*)
- 8.7 **Culverstone Silver Band Hut:** To consider approaching the Trustees of the Hut regarding future uses for the derelict band hut
9. **Judsons Recreation Ground**
 - 9.1 **Extension to Patio Area:** To consider the request from Meopham Colts to extend the patio area in front of the Pavilion by 3 metres
 - 9.2 **Diamond Jubilee Trees:** To agree any actions necessary to fulfil the installation of the plaque for the Jubilee trees, to purchase a replacement tree and arrange an unveiling ceremony (*) (to follow)
10. **Flagpole**
 - 10.1 **Flag-flying Policy:** To consider adopting the draft policy for flag-flying (*) (to follow)
 - 10.2 **Purchase of Flags:** To consider authorising the purchase of a 'Lest We Forget' flag for Remembrance Day, 'Merry Christmas' flag and 'Happy Halloween' flag at a total cost of £14.40 (*)
11. **Pitfield Green Toilets**
 - 11.1 **Toilet Cleaning:** To note performance concerns with the cleaning contractor and receive an update from the Clerk on any correspondence received from the contractor.
 - 11.2 **Melda White Tribute:** To receive an update from the Clerk and consider actions necessary to progress a tribute to the former Parish Clerk, in terms of an accessible toilet refurbishment
12. **Boundary Markers**
 - 12.1 **Ownership:** To note after investigation, it has been established the boundary markers located at Longfield Hill, Shipley Hills Road, opposite Southdown Shaw, White Post Lane (Nurstead) and the A227 junction with Harvel Rd were installed by the Parish Council during the Millennium celebrations and therefore we are responsible for their maintenance. The Clerk will add these to the Asset Register and insurance
 - 12.2 **Future Maintenance:** To agree a future maintenance programme for the boundary markers
13. **Memorial Benches**
 - 13.1 **Maintenance:** To agree a programme of maintenance for memorial benches
 - 13.2 **Future Benches:** To consider amending the Memorial Bench policy so that Plaswood benches are offered as an option to applicants for memorial benches and for replacements of existing benches (*)
14. **Streetlights**

To receive an update from the Clerk on the transfer of the 63 lights to the parish council and the seeking of electricity suppliers
15. **Community Grants 2022-2023**

To agree the proposed timetable for the parish council's 2022-23 Community Grants Scheme (*)
16. **Registration of Village Greens**

To receive an update from the Clerk on the registration of our Village Greens currently being handled by Invicta Law

17. Parish Online

To consider making a recommendation to the A&R committee on the possibility of subscribing to the Parish Online software in order to map the council's land and assets

18. Financial Matters

18.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with Financial Regulation 5.2 (*)

18.2 To receive the Environment and Amenities Committee receipts and payments report up to 07.06.22 (*)

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

19. Windmill Trust Grant 2021-22: To note the letter from Meopham Windmill Trust and consider the request to amend what the grant is used for (*)

20. Flagpole Inspection: To consider quotes received for a maintenance inspection for the flagpole located in the Windmill gardens (*) (to follow)

21. Replacement Car Park Fencing: To consider quotes for replacement fencing for the car park and agree the amount to be re-charged to the Colts (*) (to follow)