

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 3rd September 2019 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members

Present: Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, S Gofton, P Luxford, B. Wade (Vice Chairman)

In attendance: N. Jerram (Clerical Assistant), K.Dare & G.Willsher (Meopham & District Footpaths Group)

Item 1 **To receive Apologies for Absence**

E.31 Apologies were received from Cllr M Mulheran (family matter) I. Carey (Pond Warden).

Item 2 **To receive Declarations of Interest**

E.32 There were no declarations of interest

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

E.33 The minutes of the meeting held on 04.06.19 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer. There were 4 votes in favour and 2 abstentions (due to non-attendance at the last meeting).

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

E.34 **Item 6.2, E.7 - Posts on Meopham Green.** Members asked for clarification on concrete fixings to be obtained from the Conservation Officer at GBC. **Action: Clerk**

Item 5 **Rights of Way, including Footpaths Groups**
5.1 Update from Meopham & Districts Footpath Group

E.35 Cllr D Bramer proposed a motion to suspend standing orders to allow K Dare (KD) (M&DFG) to speak. This was seconded by Cllr Buchanan and all voted in favour.

KD reported as follows:

- (1) Path clearing is underway with 59 hours of work carried out to date.
- (2) The Walking Programme has been well attended with 24 people attending a recent walk at Camer Park.
- (3) The Priestwood Green name board is down and in poor condition.

Cllr D Bramer thanked M&DFG on behalf of the Parish Council for all the footpath maintenance work they do.

Standing Orders were then reinstated.

E.36 With reference to point (3) Members agreed Village Green Signs would be an agenda item for the next E&A meeting in November. **Action: Clerk**

E.37 Concerns were raised regarding the excavation of land at Heron Hill. (Planning Appeal Reference APP/K2230/W/19/3223958). Members agreed the Parish Council respond with a letter outlining these concerns. Cllr Luxford volunteered to draft a response to the KCC PROW Officer in conjunction with the clerk.
Action: Cllr Luxford/Clerk

Item 6 **Village Greens/Harvel Pond**

6.1 Update on the pond (Pond Warden)

E.38 Cllr Bramer read out a report from the Pond Warden as follows:

- (1) The pond is in good shape and the fourth brood of mallard ducklings this year are thriving.
- (2) The water level has held reasonably steady in spite of the high temperatures which have prevailed recently.
- (3) The less harsh strimming this summer has kept the area more natural looking.
- (4) When the ducks have left in a few weeks time he will embark on a program of cleaning and maintaining the duck houses plus tidying of the banks.

6.2 To review the duties of the Pond Warden

E.39 Cllr D Bramer explained the volunteers policy to be put in place for the Pond Warden. Members considered the format and on a proposal from Cllr M Bramer, seconded by Cllr Wade, all voted in favour of approval. **Action: Clerk**

There was further discussions on a general policy for volunteers which will be considered at the next Administration & Resources Committee Meeting to be held at the end of the month. **Action: A&R Committee**

6.3 Work on Poplar Trees Meopham Green (costs to be considered in closed session)

E.40 The above item to be discussed in closed session.

6.4 Village Greens and benches update

E.41 It was noted that maintenance work on some of the benches on Meopham Green would be carried out by the Service Contractor before the winter.

Discussions followed on village green maintenance. Members identified a number of vegetation issues and agreed that a job specification for a package of works be drawn up for quotations to be obtained. Job Specification to include:

1. Judson's Recreation Ground – Cut back of boundary vegetation
2. Culverstone Green – Cut back of vegetation at back of green
3. Pitfield Green – Removal of uprooted trees next to fence
4. Fowlers Stone Green – Removal of dead branches

Action: Clerk

Item 7

Allotments

7.1 Update on allotment fencing and note no work is required to allotment gate

E.42

Cllr Buchanan reported that she met with a fence contractor on site (23.8.19). A quotation for the works is in progress.

E.43

Cllr D Bramer updated members on 2 other ongoing issues as follows:

- (1) Shotgun fired in field adjacent to allotment site: awaiting response from Allotment Association who are liaising with the Police Firearms Officer regarding a recent incident.

Members agreed that MPC write to the farmer regarding risk assessments in place as the PC has concerns for the safety of public on council land.

Action: Clerk

- (2) Parking for blue badge holders: This was not on the agenda for discussion. Members noted there had been a query and no action is to be taken at present. Although Councillor D Bramer noted there was no reference to parking in the lease with the allotments and this might be something to consider at a future A&R meeting.

E.44

Members noted that the maintenance contractor had reported no problems with the operation of the main gate to the allotment site.

Item 8

Recreation Ground and Playground Equipment

8.1 To approve the wording of the proposed new signage for the 2 gates for the fenced play area

E.45

Discussions followed and on a proposal from Cllr Buchanan, seconded by Cllr Wade, 5 voted in favour of approval of the above with 1 abstention. The motion was therefore agreed. Cllr D Bramer advised that the RBLI had been asked to quote for the signage work.

8.2 To note GBC Playground Inspection report and resulting actions

E.46

Members noted the playground inspection report. Cllr D Bramer spoke of an item of equipment recently subjected to vandalism. The incident of vandalism was reported to the police and the item will be replaced through the Parish Council's

insurance policy. The condition of the safety surface and climb net are to be monitored. The maintenance contractor has been asked to fill the ground erosion at the entrance to the MUGA with compacted soil.

8.3 Replacement Play Equipment – to consider options available and agree how to proceed

E.47 Members noted that there had been no response from the school regarding ideas for replacement equipment. It was agreed parishioners will be consulted in the Meopham Review for suggestions on what they would like to see in the play area. Members agreed new replacement equipment to be installed before the spring.

Item 9 **Pitfield Green Toilets**

9.1 Previously agreed work – Update on automatic flush in the men’s toilets

E.48 No progress on above. Quote awaited from plumber.

9.2 Water bill – to note the last water bill and action taken

E.49 Members noted that a recent water bill had been queried. Cllr D Bramer explained that the plumber reported to the office that there is still a water leak at the toilets. This is work in progress.

Item 10 **Notice Boards**

10.1 Neville Parade Notice Board – Update on replacement

E.50 Members noted that there had been no response to date from the landowner regarding relocation of the notice board. Cllr D Bramer asked members to consider suggestions for an alternative location.

10.2 Meopham Green Notice Board – to note maintenance required and service contractor has been instructed.

E.51 Members noted the above. Discussions followed on enhancing the map of the public footpaths and Cllr Wade said she would look into this.
Action: Cllr Wade

Item 11 **Litter Pick**

11.1 Update on litter pick 27th July 2019

E.52 Cllr D Bramer reported that it was a very wet morning and attendance was low. Discussions followed on suggestions received from Cllr Madgwick on improving awareness and proactivity. This was passed to Cllr Gofton who agreed to liaise with Cllr Madgwick on this. **Action: Cllrs Gofton/Madgwick**

11.2 Note date of next Litter Pick (26th October 2019)

E.53 Members noted the above.

Item 12 **Financial Matters**
12.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.54 All payments had previously been approved.

12.2 To note the Environment and Amenities Committee expenditure up to 31.08.19

E.55 The above was noted. With reference to expenditure for the cleaning of the toilets and the parish office, Cllr Luxford asked to see a breakdown of costs relevant to the cleaning products/cleaning service provided by the contractor.
Action: Clerk

Item 13 **Correspondence**
13.1 To note correspondence received

E.56 Members noted the correspondence list.

8.50pm – D Dare and G Willsher (M&DFG) left the meeting

Cllr M Bramer proposed a motion to move into closed session. This was seconded by Cllr Buchanan and all voted in favour.

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 14 **To consider the quotations submitted for tree work on Meopham Green and approve, if appropriate, a contractor**

E.57 Members considered quotations received. Cllr Luxford proposed Cherish Trees to carry out the tree work on Meopham Green, this was seconded by Cllr Gofton, there were 4 votes in favour and 2 abstentions. It was therefore agreed to appoint Cherish Trees. **Action: Clerk**

Item 15 **Annual Review of the Service Contract**

E.58 Members reviewed the contract. It was noted that the service contractor is employing additional help. It was agreed that a meeting would be arranged with the service contractor to address some areas of concern. **Action: Clerk**

Meeting closed at 9.10pm

Appendix 1**E&A Committee - Agenda Item 12.1****MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)**

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	24.08.19	SSE Southern Electric	Electricity Bill, toilets – up to 05.08.19	£34.61	£1.64	£32.97

MPC CASHBOOK 2019-2020 (Unity Trust Bank)

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
			cleaning - Pitfield toilets			£
028/040619	04.06.19	May Harris	1/5/19 to 31/5/19	£ 665.38	£110.90	554.48
042/280619	28.06.19	Highview Tree Services	Service contract - up to 14.06.19	£ 475.00		£ 475.00
043/110719	11.07.19	Element Bus Shelters	Bus shelter cleansing – 24.6.2019	£ 214.20	£ 35.70	£ 178.50
044/110719	11.07.19	May Harris	cleaning - Pitfield toilets plus cleaning products- 1/6/19 to 30/6/19	£ 704.12	£117.36	£ 586.76
048/110719	11.07.19	GB Sports & Leisure	Replacement Nest Swing - Judson's	£1,729.58	£288.58	£1,441.32
056/060819	12.08.19	May Harris	Pitfield Toilets - cleaning	£ 665.80	£110.90	£ 554.48
060/120819	12.08.19	Business stream	Pitfield Toilets - Water bill (off set by Zurich Ins claim for £2839.79)	£3,335.11		£3,335.11
066/020919	02.09.19	Clearwater Technology Limited	Legionella testing - Pitfield toilets	£ 225.00	£37.50	£ 187.50
"	"	"	Legionella Testing – Water Fountain	£ 75.00	£12.50	£ 62.50
069/020919	02.09.19	Element UK Limited	Bus Shelter cleansing - 30.8.19	£ 214.20	£ 35.70	£ 178.50
070/020919	02.09.19	Business stream	Water Bill - Drinking Fountain – 31.01.19 to 09.08.19	£ 23.51		£ 23.51
071/020919	02.09.19	May Harris	Pitfield Toilets - cleaning	£ 682.59	£113.77	£ 568.82
072/020919	02.09.19	Highview Tree Services	Service contract - up to 14.07.19	£ 475.00		£ 475.00
073/020919	02.09.19	Highview Tree Services	Service contract – up to 14.08.19	£ 475.00		£ 475.00

