

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 5th June 2018 at 7.30 p.m.
at the Windmill, Meopham Green**

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

In attendance: N Jerram (Clerical Assistant)
I. Carey (Pond Warden), L. Martin (HRA), T. Seeley (Secretary, MDAA), 2 members of public

Item 1 **To receive Apologies for Absence**

E.1 Apologies were received from Cllrs Buchanan and Gofton, K. Dare and G. Willsher (M&DFG)

Item 2 **To receive Declarations of Interest**

E.2 There were no declarations of interest.

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

E.3 Cllr D Bramer pointed out that Cllr Buchanan's name needed to be added to the list of members present at the previous meeting. The minutes of the meeting held on 13.03.18 were then approved as a correct record on a proposal by Cllr M Bramer, seconded by Cllr Wade and all voted in favour.

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

E.4 Item 13.1, E.148. Tree work at Judson's Recreation Ground. Cllr Wade queried the tree work carried out. Members discussed and asked the clerk to check that the job specification was followed correctly.

Action: Clerk

E.5 Item 5.6, E.125, - Memorial bench to be placed on Harvel Green. Cllr Luxford queried the recommendation from E&A approved at F.C. 24.04.18 regarding Harvel Green benches. Cllr Luxford advised the chairman that she will be pursuing a request for the decision to be reviewed.

Item 5 **Planning Applications: To consider and make recommendations on Planning Application**

E.6 **20180307** - Hemmet, Wrotham Road, Meopham DA13 0AT
Erection of a two storey extension including new first floor level to existing bungalow and changes to the fenestration.

Cllr Wade proposed a motion of objection on the grounds of size, scale, lack of openness and insufficient space to the side i.e. over development. This motion was seconded by Cllr Hasler and all voted in favour.

Another planning application for discussion was added as follows:

E.7 **20180414 - 3 Conifer Drive, Meopham DA13 0TL**
Revised DescriptionErection of part two storey rear extension and first floor side extension.

Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Luxford and all voted in favour.

Item 6 **Meopham Allotments**
6.1 To note email received from Meopham & District Allotment Association regarding Poly Tunnels and consider a response

E.8 Cllr D Bramer proposed a motion to suspend standing orders to allow T. Seeley (Secretary MAA) to speak, this was seconded by Cllr M Bramer and all voted in favour.

T. Seeley explained that allotment holders had asked to erect poly tunnels. She said opinions were split on the erection of poly tunnels some members of MAA were in favour and some considered them to be unsightly and could encourage vandalism.

Standing orders were then reinstated.

E.9 Members considered a response to the email received and Cllr Luxford proposed the following:

Whilst there is nothing specific in the contract, we recommend that the Allotment Committee discourage this request and future requests for poly tunnels which could encourage unsuitable use and nuisance to other allotment holders.

This proposal was seconded by Cllr Wade, 4 voted in favour with 1 against.

7.55pm – T. Seeley and 2 members of public left the meeting.

Item 7 **Village Greens/Harvel Pond**

7.1 Harvel Pond
7.1.1 Update on the pond

E.10 Cllr D Bramer proposed a motion to suspend standing orders to allow I. Carey (pond warden) to speak, this was seconded by Cllr Luxford and all voted in favour.

I. Carey reported that the pond is looking attractive and tidy. Plant life is thriving, Foxgloves are in full bloom and mallards have been spotted on

the water. He mentioned that although there are some sound posts, the fence surrounding the pond is very rickety.

L. Martin (HRA) said the fence is at least 20 years old and although MPC made the fence safe 6 months ago 75% of the posts are rickety and 25% are shored up. HRA consider the fence to be unsafe and in need of replacement.

After further discussion Cllr D. Bramer confirmed that costings to replace the fence would be considered at the end of the meeting in closed session.

Standing orders were reinstated.

7.1.2 To consider a proposal to spend the Tesco Bags of Help grant money on replacement and relocation of one gate and addition of another gate together with a KWT training event and stall at Harvel Fete

E.11 Following consideration of the above, Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr Hasler. There were 4 votes in favour and 1 abstention.

(Clerk's note for the minutes - Further discussion and voting then took place on this agenda item. As voting had already taken place, any subsequent voting is irrelevant as a decision on a topic ends discussion upon it).

8.30 pm – I. Carey (pond warden) and L. Martin (HRA) left the meeting.

7.1.3 To consider a proposal to replace the remaining fence using the earmarked parish council funds

E.12 Cllr D Bramer said members would discuss the above item at the end of the meeting, following quotations from fence contractors to be considered under closed session.

7.2 Hook Green

7.2.1 To receive oral report on basal growth on lime trees on Hook Green and delegate to the clerk any necessary remedial action up to £500

E.13 Cllr Wade reported that the basal growth on the lime trees located on Hook Green was obscuring the view for motorists exiting on to Wrotham Road.

Cllr Wade proposed a motion for the removal of the basal growth from the lime trees, this was seconded by Cllr D Bramer and all voted in favour.

Action: Clerk

7.3 Pitfield Green Toilets

7.3.1 To receive audit report and delegate to the Clerk any action needed

E.14 Cllr D Bramer read the audit report to members and hi-lighted a repair needed to the men's toilet door. Cllr D Bramer proposed a motion to delegate to the clerk to spend up to £250 on the remedial work. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

7.3.2 To consider and agree, if appropriate, to proceed with the installation of a hand dryer and baby changing facilities at Pitfield Green toilets (cost to be discussed in closed session)

E.15 Members discussed and agreed to proceed with the installation of a hand dryer but decided not to proceed with baby changing facilities due to the costs involved. This motion was proposed by Cllr D Bramer, seconded by Cllr M Bramer and all voted in favour.

7.3.3 To consider both internal and external signage at the toilets

E.16 Cllr D Bramer showed members an example of signage to be displayed. It was agreed that the external sign should only specify opening times and that Perspex holders be used for internal signs. Discussions followed and on a proposal by Cllr D Bramer, seconded by Cllr M Bramer, all members agreed to delegate to the clerk to spend up to £500 on internal and external signage for the toilets.

Action: Clerk

Item 8 **Rights of Way, including Footpaths Groups**

8.1 Update from Meopham & Districts Footpath Group

E.17 Cllr D Bramer read a report received from K. Dare (M&DFG). Cllr Wade circulated photographs of a public footpath blocked by a fallen tree and members asked the clerk to report this to PROW.

Action: Clerk

Discussions followed on the proposed shed to be erected by the footpaths group on the container site and Cllr M Bramer said that a land registry search had confirmed the land is owned by the Windmill Trust. The footpaths group should now pursue the matter directly with the Windmill Trust.

Item 9 **9.1 To note quarterly playground inspection received from GBC and to agree if any work needs to be carried out**

E.18 Members discussed two items flagged by GBC and agreed that the clerk contact the Playdale Rep to arrange for an inspection and estimate for repairs.

Action: Clerk

9.2 To discuss and agree, if appropriate, for Abacus Playgrounds to carry out wetpour repairs to surface surrounding roundabout and underneath nest swing in the sum of £650 + VAT

E.19 On a proposal from Cllr Wade, seconded by Cllr Luxford, all members agreed to Abacus carrying out wetpour repairs in the sum of £650 + VAT.

Action: Clerk

Item 10 **Service Contractor – to note the 3 year contract is due for renewal in September 2018**

E.20 Members noted the above.

10.1 To review the current contract

E.21 The current contract was reviewed by members. On a proposal from Cllr D Bramer, seconded by Cllr Luxford, all voted in agreement to add the following points:

- Play area equipment to be washed once a month
- Wetpour to be brushed once a month
- Daily litter picking excluding Mondays (carried out by GBC), one weekend day and excluding bank holidays
- Keep hedges, grass, edges within and around fenced play area equipment trimmed and tidy
- Check interior of all 12 bus shelters weekly
- Remove vegetation encroachment at the request of the clerk following inspection by councillors
- Clear weeds around toilet building twice a year
- Maintenance of parish council's 25 benches once a year (by cleaning, staining or painting, as appropriate) whether memorial or otherwise once a year
- Remove leaves from the water fountain
- Tidy Parish Council's 7 notice boards
- Remove 'metal seats cleaned and painted' from Ad Hoc Tasks

Action: Clerk

10.2 To agree to place an advertisement in the KM

E.22 Members agreed to ask the clerk to place an advertisement in the KM, on parish notice boards and social media one month before contract is due for renewal.

Action: Clerk

10.3 To review and agree the contract specification for interested parties

E.23 This item was covered under item 10.1

Item 11 Youth Club – Update

11.1 To discuss continuation of the youth club and agree, if appropriate, to set dates for the next sessions

E.24 Cllr D Bramer spoke and informed members that the number of youths attending the sessions varied and suggested there should be more interest now the young people will be able to go outside. Cllr D Bramer proposed a motion that the committee consider four more fortnightly sessions leading up to the summer holidays.

After further discussion, this was seconded by Cllr Luxford and all voted in favour.

Action: Clerk

Item 12 Litter Pick – Update

12.1 To note next litter pick date (28th July 2018)

E.25 Members noted the above.

12.2 To consider contacting KCC regarding a litter bin outside the library

E.26 Cllr D Bramer advised members that a resident had complained about the amount of rubbish in the hedge between the library and the kindergarten. Discussions followed and Cllr D Bramer proposed a motion that the clerk contact KCC and request an additional bin to be placed outside the library. This motion was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 13 Financial Matters

13.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.27 Members noted the above (payments had previously been approved)

13.2 To note the Environment and Amenities Committee expenditure up to 2018/2019

E.28 Members noted expenditure.

Item 14 **Correspondence**
14.1 To note correspondence received

E.29 Members noted correspondence list.

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 15 To consider and approve the following quotations:

15.1 To consider the quotations submitted for fence work on Harvel Pond and approve, if appropriate, a contractor

E.30 Members discussed the quotations received. On a proposal from Cllr Wade, seconded by Cllr Hasler, all voted in favour to accept the quotation received from Andrew Jackson, subject to HVHC applying and receiving a grant from County Cllr B. Sweetland for £500.

Action: Clerk

15.2 To consider and approve, if appropriate, the quotations received for installation of a hand dryer and baby changing facilities at Pitfield Green toilets

E.31 Members considered the quotations received and on a proposal from Cllr Luxford, seconded by Cllr M Bramer, all voted in favour of accepting the quotation received from Focus Electrical for the installation of a hand dryer to be purchased through Sebias Cleaning Services.

Action: Clerk

Further discussions followed and Cllr M Bramer proposed a motion not to proceed with the installation of baby changing facilities, this was seconded by Cllr Luxford and all voted in favour.

Meeting closed at 9.50pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2051	27.03.18	Four Seasons Tennis Courts Maintenance Ltd	Wetpour surface cleaning - Judsons	£474.00	£79.00	£395.00
2056	24.04.18	MEOPHAM GARDEN MAINTENANCE	PITFIELD GREEN WORK	£304.00		£304.00
2059	26.04.18	CHERISH TREE SERVICES	TREE WORK - JUDSONS	£2,350.00		£2,350.00
2060	26.04.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£670.20	£111.70	£558.50
2069	16.05.18	P LUXFORD	PADLOCKS / HARVEL GREEN DROP DOWN POSTS	£37.48		£37.48
2073	18.05.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - APRIL 2018	£450.00		£450.00
2074	18.05.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - MAY 2018	£450.00		£450.00
2076	18.05.18	GRAVESHAM BOROUGH COUNCIL	RATES - TOILETS 23.4.18 TO 31.3.18	£845.75		£845.75
2079	22.05.18	MSLA	MEOPHAM YOUTH CLUB - HALL HIRE	£250.00		£250.00
2083	24.05.18	MEOPHAM FENCING	2 X DROP DOWN POSTS - HARVEL GREEN	£480.00	£80.00	£400.00
2085	24.05.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£616.20	£102.70	£513.50