

**Meopham Parish Council  
Environment & Amenities Committee Meeting  
held on 4<sup>th</sup> June 2019 at 7.30 p.m.  
at the Windmill, Meopham Green**

**Committee Members Present:** Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, and B. Wade (Vice Chairman)

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

**Item 1**      **To receive Apologies for Absence**

**E.1**      Apologies were received from Cllr S. Gofton (holiday), Cllr P. Luxford (holiday), I. Carey (Pond Warden).

**Item 2**      **To receive Declarations of Interest**

**E.2**      Cllr Wade declared an interest in item 6.2 (Meopham Cricket Club)

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

**E.3**      The minutes of the meeting held on 29.01.19 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer and all voted in favour.

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

**E.4**      There were no matters arising.

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

**E.5**      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) Many thanks from the Footpaths Group for the kind comments received from the Parish Council which were in the Annual Report
- (2) Pathway clearing due to commence – 12 people monitoring every footpath in the parish.
- (3) Notice board on Meopham Green requires maintenance. Map needs updating.

Cllr D Bramer thanked KD for his comments.

Standing Orders were then reinstated.

With reference to point (3) members agreed to re-look at the map and other information currently displayed on the notice board.

**Item 6**      **Village Greens/Harvel Pond**

**Village Greens/Harvel Pond**

**6.1 Update on the pond (Pond Warden)**

**E.6**      Cllr D Bramer read out a brief report from the pond warden which included:

- 2 broods of ducklings have been spotted on the pond
- The banks of the pond have been lightly strimmed so as not to harm wildlife
- Potential maintenance needed for the duck house in the autumn

Members discussed reviewing any maintenance required in the autumn. It was agreed to contact the pond warden for an indication as to what materials are needed.

**Action: Clerk**

**6.2 Posts on Meopham Green – to review the plans from the Cricket Club for posts along Wrotham Road from the War Memorial to the Kings Arms public house and to then consider approval for the Cricket Club to go ahead with this work**

**E.7**      Councillors agreed in principle to the proposed plans, subject to MPC as the landowner consulting with the Conservation Officer regarding the legality of setting the posts in concrete and obtaining a permitted development certificate if that is needed.

**Action: Clerk**

**6.2.1 Missing posts on Meopham Green**

**E.8**      Photos were circulated of missing posts on Meopham Green and members also considered replacing the missing posts on Fowlers Stone Green. The proposed work to be carried out in the autumn when the ground is softer. Cllr Buchanan proposed a motion to delegate to the clerk to spend up to £500 to replace the missing posts on Meopham Green and Fowlers Stone Green. This was seconded by Cllr M Bramer and all voted in favour.

**Action: Clerk**

**6.2.2 To note request from resident for a memorial bench on Meopham Green**

**E.9**      The above was noted. Additional information on position and measurements of bench is required before request goes to Full Council for ratification.

**Action: Clerk**

**6.3 To note report to office regarding 2 Poplar trees on Meopham Green and report from tree surgeon**

**E.10** Cllr D Bramer read out a report from the tree surgeon. Following discussions Cllr M Bramer proposed a motion to delegate to the clerk to spend up to £1,000 for the remedial works required. This was seconded by Cllr Buchanan and all voted in favour.

**Actions: Clerk**

**6.4 To note reported issues from residents regarding Edmund Green**

**E.11** The above was noted and members agreed that a response be sent to the resident confirming that the beech trees have been surveyed by a professional tree surgeon and no further action is to be taken at this time.

**Action: Clerk**

**6.5 To consider removal of branches from Fowlers Stone Green**

**E.12** Cllr M Bramer reported that the green was in need of attention. It was agreed to ask the service contractor to remove all the dead branches and ask KCC Highways when the grass is scheduled to be cut in this area.

**Action: Clerk**

**Item 7**

**Allotments**

**7.1 To consider a request from M&DAA for the main gate to be replaced with a higher gate.**

**E.13** Cllr D Bramer proposed a motion to suspend standing orders to allow J. Courtney (JC), (MDAA) to speak. This was seconded by Cllr M Bramer and all voted in favour.

JC reported that the main gate to the allotments had dropped again and was becoming increasingly difficult to open/close particularly for the elderly allotment holders. She also reported that produce had been stolen on a number of occasions.

Standing orders were then reinstated.

Members agreed the gate would not be replaced but arrangements would be made for a contractor to visit the site and assess what can be done to secure the gate.

**Action: Clerk**

**7.2 To consider a request from M&DAA for a storage facility on site or within the parish**

**E.14** Cllr D Bramer proposed a motion to suspend standing orders to allow J. Courtney (JC), (MDAA) to speak. This was seconded by Cllr M Bramer and all voted in favour.

JC suggested a storage facility was needed to keep equipment and banners on site. It was noted that planning permission would be required and Cllr Wade was concerned about security.

Standing orders were reinstated.

Cllr Buchanan then proposed a motion to agree in principle to Meopham Allotment Association's request for a storage facility. The Association should go ahead and apply for planning permission. This was seconded by Cllr D Bramer, there were 3 votes in favour and 1 voted against. The motion was therefore agreed.

**7.3 To note GBC will be cutting the rough grass area 2-3 times a year**

**E.15**

Members noted the above. Cllr D Bramer advised that the grass had not been cut recently due to the tractor being in the garage for repairs.

**7.4 To note repair required at allotment fencing and to approve the work**

**E.16**

The above was noted. A site visit is to be arranged with an agricultural fencing contractor to assess suitable fencing required.

**Action: Clerk**

8.30pm JC left the meeting

**Item 8**

**Recreation Ground and Playground Equipment**

**8.1 Update on the nest swing**

**E.17**

It was noted that the new nest swing had been installed with secondary safety chains fitted by GBC.

**8.2 To note the completed removal of the timber trim trail equipment and note the insurance has been updated accordingly.**

**E.18**

The above was noted

**8.3 To consider replacement play equipment for this site**

**E.19**

Discussions followed and it was decided that the primary school children would be asked about choices for the replacement play equipment. Members agreed that a letter be drafted to the head teacher from the chairman.

**Action: Clerk**

**8.4 To consider if the vegetation around the perimeter of Judson's Recreation Ground requires cutting back**

**E.20**

Cllr Wade suggested the border hedges need a significant cut back before the autumn. It was agreed to obtain a quote for a perimeter cut back at Judson's and a cut back of vegetation at Culverstone Green. Also to instruct the service contractor to trim back behind the play equipment and MUGA.

**Action: Clerk**

**8.5 To consider the playground equipment and facilities owned by GBC at Culverstone Recreation Ground and to agree on any actions to be taken**

**E.21**

Members discussed complaints which 2 councillors have received from residents regarding adequacy of the play equipment at Culverstone Recreation Ground. It

was agreed to ask GBC what their plan is for improvements to the facilities following these complaints. Letter to be drafted and copied to our new Borough Councillors.

**Action: Clerk**

**Item 9**      **Pitfield Green Toilets**

**9.1 To note the recent issues with the water leak and work which has been covered by Zurich Insurance.**

**E.22**

Cllr Buchanan updated members. It was agreed that a letter should be sent to GBC outlining the extreme problems the parish council has had with water leaks following taking over responsibility of the toilets.

**Action: Clerk**

**9.2 To note an issue with the automatic flush on the urinals and to approve work for this under emergency delegation**

**E.23**

The above was noted. Cllr M Bramer proposed a motion to delegate to the clerk to spend up to £1,000 to cover the cost of providing a facility for turning off the automatic flushing of the urinals when the building is closed. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

**Item 10**

**Notice Boards**

**10.1 To note planning permission is required to place a larger notice board at Neville Parade and agree how to proceed**

**E.24**

Following discussions, it was agreed to write to the landowner and ask if the notice board could be relocated in front of the window and to send photo for approval.

**Action: Clerk**

**Item 11**

**Windmill**

**11.1 To receive a report on a meeting with the Meopham Windmill Trust and KCC on May 23<sup>rd</sup> 2019**

**E.25**

Cllr M Bramer reported on the above.

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

KD suggested approaching U3A who may be prepared to lead a small team to help fund raise. Cllr Buchanan volunteered to write to the Chairman of U3A. Members asked the clerk to find out the date of MWT's next AGM.

**Action: Cllr Buchanan/Clerk**

Standing orders were reinstated.

**Item 12**

**Litter Pick**

**12.1 Update on litter pick 27<sup>th</sup> April 2019**

**E.26** Cllr D Bramer reported a successful litter pick with 17 people attending resulting in 20 + sacks of rubbish being collected.

**12.2 Note date of next Litter Pick (27<sup>th</sup> July 2019)**

**E.27** The date of the next litter pick was noted.

**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.28** Cllr Buchanan proposed approval of the above. This was seconded by Cllr M Bramer and all voted in favour.

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

**E.29** The above was noted.

**Item 14** **Correspondence**

**14.1 To note correspondence received**

**E.30** Members noted the correspondence list.

A letter received from Citizens Advice Bureau requesting support was considered and it was agreed to respond as follows: "With regret the Parish Council does not have the funds to donate at this time."

**Action: Clerk**

It was also agreed that Cllr. Buchanan would discuss with other Parish Council chairmen their policy on such donations.

**Action: Cllr Buchanan**

Meeting closed at 9.30pm

**Appendix 1**

E&A Committee - Payments to be approved 04.06.19

**MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)**

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	26.05.19	SSE Southern Electric	Electricity Bill, toilets - up to 08.05.19	£34.37	£1.63	£32.74

**MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2321	17.05.19	May Harris	cleaning - pitfield toilets - 1/4/19 to 30/4/19	£665.38	£110.90	£554.48
2323	17.05.19	Highview Tree Services	Maintenance - up to 14.05.19	£475.00		£475.00
2328	03.06.19	Nina Construction Ltd	Judson's MUGA - Tarmac repair to damaged area	£288.00	£48.00	£240.00

**MPC CASHBOOK 2019-2020 (Unity Trust Bank)**

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
001/120419	12.04.19	VR-Sani-Co Ltd	Feminine Hygiene Disposal - 2019-20	£234.00	£ 39.00	£195.00
010/010519	01.05.19	The Flag Consultancy Ltd	Flagpole repairs and maintenance	£900.00	£150.00	£750.00
013/170519	17.05.19	Element Bus Shelters	Bus shelter cleansing	£210.00	£ 35.00	£175.00
016/170519	17.05.19	Highview Tree Services	Maintenance - up to 14.04.19	£475.00		£475.00
017/170519	17.05.19	Highview Tree Services	Post work - Harvel Green water leak repair work -	£351.75		£351.75
018/170519	17.05.19	Gas-Safety.com	Pitfield Green Toilets	£300.00		£300.00
021/170519	17.05.19	The Flag Consultancy Ltd	New Flag	£120.00	£20.00	£100.00
022/040619	04.06.19	Playdale Playgrounds	Replacement part for the city springer	£17.24	£20.87	£14.37

**MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)**

<b>Debit card ref</b>	<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
002/230419	23.04.19	Lanes Group PLC	Insurance excess re work on the toilets	£250.00		£250.00
004/170519	17.05.19	GBC	Rate Bill - Pitfield Green Toilets 1.3.19 to 31.3.20	£920.63		£920.63