

**Meopham Parish Council
Environment & Amenities Committee
held on 22nd September 2015 at 8.00 p.m.
at the Windmill, Meopham Green**

Committee Members: Cllr Goffon (Chairman) Cllr Knott (Vice Chairman), Cllrs D Bramer, M Bramer, Buchanan, Hasler, (left at 9.15pm) Howard, Leyshon, Powell (from 8.15pm) and Wade

In attendance: Mrs S Eggesden (Parish Clerk), Cllrs Ogden and McTavish, 1 member of public (8.20pm to 9.10pm)

Item 1 To receive Apologies for Absence

E.34 They were no apologies. The clerk advised that Cllr Powell would be arriving 15 minutes late.

Item 2 To receive Declarations of Interest

E.35 There were no declarations of interest.

Item 3 To approve minutes of the previous meeting

E.36 Minutes from 16/06/15 – Cllr Bramer proposed the following amendments were made on page 1, E4, to delete 'run by The Grand', Page 3, E13 and Page 4 E23 replace the word 'tenders' with 'quotes'. The minutes of the meeting held on 16/06/15 were then approved as a correct record on a proposal by Cllr Knott and seconded by Cllr Buchanan and all voted in favour.

E.37 Minutes from 1/9/2015 - The minutes of the meeting held on 01/09/15 were approved as a correct record on a proposal by Cllr Knott and seconded by Cllr Hasler and all voted in favour.

Item 4 Matters Arising

E.38 Cllr Bramer, with reference to E27 on 16/9/15, asked if the Colts money is returned to the Parish Council, will any interest accrued be returned as well? Members did not know the answer and the Clerk was asked to check the signed agreement document.

Action: Clerk

Item 5 Planning Applications

E.39 The following applications were considered by this Committee

2015/0856 18 BIRTRICK DRIVE MEOPHAM GRAVESEND KENT DA13 0LR
Remove existing conservatory and erection of a single storey rear extension. Cllr Goffon proposed a motion of no objections and this was seconded by Cllr Leyshon. All voted in favour of no objections.

2015/0767 DOWNEND NORWOOD LANE MEOPHAM GRAVESEND KENT DA13 0YE

Removal of existing rear single storey extensions and erection of 2 storey rear extension for form kitchen/diner with 2 bedrooms over and a balcony at roof level; conversion of the integral garage and erection of a 2 storey front extension to form playroom and porch; single storey side extension to form enlarged lounge; alterations to the roof to form rooms in the roof and erection of a double detached garage at the front with play room/office over

Cllr Buchanan proposed a motion of objections on the grounds of overdevelopment, out of keeping with the road and bulk and this was seconded by Cllr Howard. There were 9 votes in favour of the objection and 1 abstention.

2015/0932 16 BIRTRICK DRIVE MEOPHAM GRAVESEND KENT DA13 0LR

Erection of a single storey side extension

Cllr Knott proposed a motion of no objection subject to neighbour consultation and this was seconded by Cllr Hasler. All voted in favour of no objections.

Item 6 Village Greens

(a) To note an update on a request from a resident to allow work to be carried out on Meopham Green for electricity and water services

E.39 Following on from resident's request for an easement to place services across the green to his property, Cllrs Buchanan and Gofton attended a site meeting today with the resident and Maltby's, the Chartered Surveyor appointed by the Parish Council, to ascertain the premium cost. We are now awaiting Maltby's report. The fees for this will be paid by the resident.

(b) To consider and approve a request from a resident regarding a 'no parking and turning' sign on the pathway outside Kent Cottages, Meopham Green

E.40 Cllr Gofton proposed a motion that the agenda item is amended to add in 'if appropriate' after approve. This was seconded by Cllr Leyshon and all voted in favour. Following discussion, Cllr Gofton proposed a motion to refuse the request for signage as this is in the conservation area. This was seconded by Cllr Powell and 8 voted in favour of the motion and 2 voted against this. The motion was agreed.

Action: Clerk

(c) To consider writing to a resident regarding removal of the posts and regular parking on Meopham Green

E.41 Cllr Gofton reported on the emergency post work carried out at the weekend by the Service Contractor to replace removed posts and to prevent parking on the green. Cllr Gofton proposed a motion to forward a generic letter with a copy of the byelaws to all resident facing onto Meopham Green. This was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

Action: Clerk/Cllr Gofton

(d) To consider a motion proposed by Cllr Gofton with reference to the annual village greens survey and associated work throughout the year, a member from each ward is made a point of contact for the Clerk to investigate any issues arising associated with:-

- tree issues
- bench maintenance
- post replacement
- litter/litter bins
- vegetation encroachment
- any other relevant issues arising

E.42 Following discussion on the above, Cllr Gofton withdrew the above motion.

Item 7 Rights of Way, including Footpaths Groups

(a) To approve carrying out a land registry search for Millssole Green in order to clarify the ownership of said green.

E.43 Following on from a letter from Ken Dare of the Footpath Group regarding the state of this green, the Clerk has contacted GBC and KCC regarding ownership. Neither own the green but KCC provided the Clerk with 2 title deed numbers and suggested we carry out a land registry search to establish ownership. Cllr Gofton proposed a motion that Clerk carries out the Land registry search on both titles and this was seconded by Cllr Buchanan. All voted in favour and the motion was agreed.

Action: Clerk

Item 8 Noticeboards

(a) To note the installation of the new notice board on Meopham Green

E.44 Installation of the new notice board was noted. There is a new map in the office which needs to be put in the notice board plus a copy of the village green byelaws and information for the public regarding putting up notices here.

Action : Clerk

Item 9 Trees

(a) To note the last tree survey date and to agree to consider tendering for a survey in the Autumn ready for work in spring 2016

E.45 The last tree survey was carried out by Bartlett in March 2012. The Clerk has already contacted Bartlett for a new survey quote and it was suggested that she contacts Bob Noakes.

Action: Clerk

E.46 Members reported various locations for tree work owned by KCC and Cllr Gofton requested that the information on work required is passed to the Clerk to forward to KCC.

Action: All Cllrs

(b) to agree for one member from each ward to accompany the contractors for the Tree survey.

E.47 Following discussion, Cllr Gofton withdrew this agenda item.

Item 10 Recreation Grounds and Playground Equipment:

(a) To note the draft minutes from the Judson's redevelopment Sub Committee on 01/07/2015 and to note the next Sub Committee date.

E.48 Cllr Powell advised that he had sent the minutes to Clerk in July. The Clerk confirmed she had not received the minutes and it was agreed that Cllr Powell would resend the minutes to the clerk for distribution to all members. The next Sub Committee meeting is on 29/9/2015 at 7pm.

Action : Clerk

(b) To receive an update on funding from the Judson's Sub Committee Chairman and to request a breakdown on how the funds for the £70,000 grant for matched funding was accumulated.

E.49 Cllr Goffton requested from Cllr Powell a breakdown of how the £70,000 was accumulated. Cllr Powell informed members that everything is available in the office, it has been fully audited and the payment was agreed by Full Council. It was agreed that the Clerk, with the assistant of Cllr Ogden would look for the information that had been requested from Cllr Powell.

Action: Clerk and Cllr Ogden

(c) To note the grant position on Judson's redevelopment project

E.50 Members noted the paperwork circulated with information that the Clerk had received from Meopham Colts. Cllr Goffton requested details on where each grant was being held:-

- MPC £70,000 and GBC CAN Grant £3,500 is with Meopham Colts
- KCC grant £8,000 is with Meopham Parish Council

The above grants are to be returned if the project does not go ahead. The remaining money is promised to Meopham Colts when other funding is secured.

(d) To note the issues with the wetpour on Judson's play area

E.51 Cllr Goffton reported that the wetpour is lifting at the corners in several areas at Judsons. Playdale have visited the site but this is out of guarantee by 1 year. The Clerk is waiting for a quote from Playdale and we have details of 2 more companies to contact, recommended by Gravesham BC. GBC have carried out the weekly playground inspections and advised that the risk on site is minimal currently.

E.52 Cllr Goffton reported on an email received regarding an incident with the play area gate and an injury to a young girl. The clerk has received a report from GBC playground inspector. This is a heavy closing gate and it working as per the manufacture recommendations.

(e) To note the registration of Judson's Recreation Ground

E.53 Registration has now been completed by Kent Legal Services and the documents have been returned to the office.

E.54 It was agreed to include registering the other village greens on the next agenda for further discussion.

Action: Clerk

Item 11 Youth Work in Meopham

(a) To consider recommending to Full Council to approve £1000 from reserves for further funding to be paid to The Grand for Meopham Youth Club for further sessions from 2/10/15 to 4/12/15.

E.55 Discussion took place as to whether the numbers for the Youth Club drop in the winter period. Cllr Powell proposed a motion that Cllrs Hasler and Knott make contact with The Grand to discuss this further. This was seconded by Cllr Gofton and there were 8 votes in favour and 1 abstention.

Action: Cllrs Hasler and Knott

E.56 Cllr Powell proposed a motion that the Council commits to a further £1000 for funding to The Grand for Meopham Youth Club, if appropriate, following on from discussions with The Grand. This was seconded by Cllr Howard and there were 8 votes in favour and 1 abstention.

Item 12 General Maintenance

(a) To note the appointment of the new Service Contractor

E.57 Appointment of Highview Trees was noted.

E.58 Cllr Powell reported that the bus shelter on Meopham Green requires sweeping out.

Action: Clerk

Item 13 Responsibilities within the E&A Committee

(a) To consider delegating the responsibilities within the E&A Committee to members

E.59 Cllr Powell advised that you cannot delegate responsibilities to members, only the Clerk. Cllr Gofton advised that she is looking for councillors to take on the responsibility of looking into certain areas as such as grant opportunities and utilising members' skills. Cllr Leyshon put forward a motion to get a group of councillors to advise on all aspects of the E&A activities. This was seconded by Cllr Buchanan. There were 7 votes in favour and 2 against.

Action : Cllr Gofton

Item 14. Financial Matters

(a) To note the emergency works carried out at Judson's Recreation Ground to the roof of the Teen Shelter in August 2015.

E.60 It was noted that the bolts need to be cut off as there are a health and safety concern and the Clerk is to contact the contractor concerned.

Action : Clerk

(b) To note and approve, where appropriate, outstanding Environment and Amenities Committee expenditure from 10 June 2015 to 16 September 2015

E.61 Cllr Buchanan proposed a motion to approve the above and this was seconded by Cllr D Bramer. All voted in favour.

(c) To consider and approve, if appropriate, invoices received from a resident for emergency tree work carried out at Judson's recreation ground

E.62 Cllr Gofton reported that following advice obtained from KALC, the options open to the Parish Council are :-

1. Not to pay as the work was not authorised work and it sets a precedent
2. to look under the powers that the council has under S.137 although this is not strictly correct procedure as this would create a poor precedent and could be challenged in the future
3. to look at the Chairman's allowance and pay as a gesture of goodwill, not a direct payment but an amount in vouchers.

Discussion followed regarding the Chairman's allowance and if would be at the Chairman's discretion. Cllrs requested to know the amount that the Chairman would offer and the Chairman advised she would offer in the region of £30. It was agreed the Clerk would investigate further on the Chairman's allowance. Cllr Gofton proposed a motion that, at the Chairman's discretion, an offer of vouchers would be made as a goodwill gesture. This was then seconded by Cllr Knott. There were 6 votes in favour (Cllrs D Bramer, M Bramer, Buchanan, Gofton, Knott and Howard) and 3 against (Cllrs Leyshon, Powell and Wade).

Action: Clerk

15 To note correspondence received

E.63 Noted.

E.64 Cllr D Bramer advised that she felt it was important that members look at the GBC Conservation email dated 18/9/15. It was agreed, as the deadline was 30th October, that a member from each ward would attend an unofficial meeting to look at a response on this for the next FC meeting.

Action: Cllr Bramer

CLOSED SESSION

16 To consider the quotations submitted for the post repair work on the village green and approve a contractor

E.65 Cllr Powell asked why quotes were not obtained from local fencing companies. The Clerk advised that some had been contacted previously and we sought 2 quotes from contractors recommended by neighbouring parish councils. Cllr Gofton proposed a motion to appoint Highview Trees. There were 7 votes in favour, 1 against and 1 abstention.

Action: Clerk

17 to consider the quotations submitted for the repair to the fence at the Windmill container site area.

E.66 Cllr Bramer proposed a motion to accept the quote from Highview Trees. This was seconded by Cllr Howard. There were 7 votes in favour, 1 against and 1 abstention.

Action: Clerk

The meeting closed at 10:44PM

Signed.....Dated.....