



Meopham Parish Council

All correspondence to:
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To all members of the Environment & Amenities Committee

You are hereby summoned to attend a virtual meeting via Zoom of the **Environment & Amenities Working Group of the Environment & Amenities Committee** on **Tuesday 1st June 2021** at **7:30 pm**. All decisions made will be actioned under temporary delegated authority of the Clerk.

Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Eggesden

Sarah Eggesden
Parish Clerk
Date of Issue: 26th May 2021

Members of the Public and Press are welcome to join the Zoom Meeting.

To join the meeting please use the following link: -

<https://us02web.zoom.us/j/85910316894?pwd=ZnhUOWx6K2RaZm5NWnZBNUovWUVOdz09>

A G E N D A

- 1 To receive and accept apologies for absence**
- 2 To receive Declarations of Members' Interests**
- 3 To receive the minutes of previous meeting (26.01.21) (*)**
- 4 To consider matters arising from the above Minutes (*)**
- 5 Rights of Way, including Footpaths Groups**
 - 5.1 Update from Meopham & Districts Footpath Group (*) (to follow)
- 6 Village Greens/Harvel Pond**
 - 6.1 Pond
 - 6.1.1 Update on the pond (Pond Warden) (*) (to follow)
 - 6.2 Harvel Green Memorial Plaque and Tree – following complaints, to discuss and agree how to address this (*)
 - 6.3 Memorial benches
 - 6.3.1 to consider request from a resident to place a memorial bench outside Langton House, Meopham Green (*)
 - 6.3.2 to consider putting a stop to memorial benches being placed on all village greens with immediate effect
 - 6.4 Meopham Green – to agree renewal of agreement for cricket club parking on the side green and to consider extending the renewal time to more than 1 year (*)
 - 6.5 Wildlife Policy and Trees

- 6.5.1 Tree Warden – to agree, if appropriate, pursuing a resident’s interest in the Parish Council’s Wildlife Policy and he’s potential interest in becoming our voluntary parish tree warden
- 6.6 Nuisance Bike posters (3)– to agree locations to display these (*)
- 6.7 Planters – to consider making available a sum every year for the 3 planters in the parish to be planted with flowers in the spring and autumn, to be paid to volunteers who carry out this, upon receiving the receipts for the plants
- 6.8 Harvel Harriers 5K – to note this event is taking place on 4.9.21 on Harvel Green, agreed under delegated powers
- 7 Allotments**
- 7.1 To note newly appointed Allotment Chairman and Acting Allotment Secretary
- 7.2 Allotment seed hut – to approve the request formally and retrospectively for permission of the seed hut (*)
- 7.3 Fence repair request from the allotments – update following site meeting with Allotment Chairman
- 8 Recreation Ground and Playground Equipment**
- 8.1 Replacement Trim Trail – to note a grant application to FCC Community Foundation has been submitted for the trim trail equipment (quotations for replacement Trim Trail equipment to be discussed in closed session)
- 8.2 Teen Shelter – to consider installing a surface around the teen shelter to avoid the area becoming slippery in wet weather
- 9 Judson’s Pavilion**
- 9.1 to note 3 damaged roof tiles have been replaced, carried out under delegated powers
- 9.2 Signage for the main road - update
- 10 Litter Pick**-to review starting up community litter picks again, subject to update on government guidelines
- 11 Noticeboards**
- 11.1 To consider recommending to Full Council the permanent removal of the noticeboard at Longfield Road
- 11.2 Camer Parade – (quotation to be discussed in Closed Session)
- 12 Youth Club** – Update on virtual meeting held with The Grand 26.04.21
- 13 Street Lights** – Update on information received to date and to consider the next steps
- 14 Service Contract**
- 14.1 To review the job specification for the service contract and litter contract (due for renewal 15th Sept 2021) (*)
- 14.2 To consider approving the contract for a 3 year period again
- 14.3 To approve an advertisement for the above contracts (*)
- 14.4 To consider where to place the advertisement for this and approve any associated costs (to note that this should be placed on the government contractors finder’s website as the quotation for 3 years may exceed the £25K limit.)
- 15. Pitfield Toilets**
- 15.1 To agree to instruct a contractor to clear the leaves from the guttering to be paid from the leftover earmarked money from the flush sensors maintenance check
- 15.2 To review the job specification for servicing Pitfield Toilets (new contract due on 8th October 2021) along with renewal of the cleaning contract for the Parish Office (to be reviewed by A&R Committee) (*)
- 15.3 To approve considering the contract for a 3 year period again
- 15.4 to approve advertising this and approve any associated costs (to note that this should be placed on the government contractors finder’s website as the quotation for 3 years may exceed the £25K limit.)
- 16 Financial Matters**
- 16.1 To note the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (*)
- 16.2 To note the Environment and Amenities Committee expenditure up to 31.05.21 (*) (to follow)
- 17 Correspondence**
- 17.1 To note correspondence received (*)

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

18 Edmund Green Complaints Log - to review the list and agree that the Environment & Amenities Committee has dealt with every issue raised, in order to provide a report to Administration & Resources Committee to review for further action (*)

19 To consider and approve the following quotations:

19.1 To consider the quotations submitted for new Trim Trail equipment (*)

19.2 To agree to proceed with the purchase and installation of the new notice board for Camer Parade from The Parish Notice Board Co. (design previously agreed) (*)

DISTRIBUTION:

AGENDA AND PAPERS: -

Environment and Amenities Committee Members: - Cllrs D Bramer (Chairman), S Buchanan, C Dalby, S Gofton, P Luxford, B Wade (Vice Chairman)

Agenda only: -

Meopham & Districts Footpaths Group: K. Dare and G. Willsher

Meopham & District Allotments Association: M. Hill

Pond Warden: I. Carey

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.
